



Hamilton County Emergency Management

Comprehensive Emergency Management Plan

Approved 2020 Version



Hamilton County Emergency Management

Comprehensive Emergency Management Plan

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Hamilton County Board of Commissioners
1 Hamilton County Square
Suite 157
Noblesville, IN 46060

Memorandum

To: Hamilton County Public Safety Agencies, Partners, and

Stakeholders From: Hamilton County Board of Commissioners

Date: January 1, 2020

Re: Promulgation of the Hamilton County Comprehensive Emergency Management Plan

Hamilton County faces the threat of disasters and emergencies. To this end, government at all levels has a responsibility for the health, safety, and general welfare of its citizens.

It has been proven normal day-to-day procedures are sometimes insufficient for effective disaster response. Thus, extraordinary measures must be implemented quickly if loss of life and property is to be minimized. The Hamilton County Comprehensive Emergency Management Plan (CEMP) considers key actions necessary to meet the challenges of emergency and disaster situations.

Indiana Code 10-14-3-17 requires local jurisdictions to develop and maintain an emergency operations plan. The Hamilton County CEMP satisfies this statutory requirement and outlines the necessary steps for local government and emergency partners to:

- Fully understand their responsibilities as outlined by the document.
- Support activities related to the protection of personnel, equipment, and critical public records during times of disaster.
- Ensure the continuity of essential services, which may be needed during and after disasters.
- Build and foster strong relationships and collaboration with agencies, departments, and personnel to build an effective emergency management system within Hamilton County.

Hamilton County Emergency Management has been designated as the primary agency responsible for the coordination and preparation of the CEMP. It shall be consistent with the National Response Framework, the National Incident Management System, as well as other key state and federal policies and standards.

This plan is effective January 1, 2020

A handwritten signature in black ink, appearing to read "Christine Altman".

Christine Altman
Hamilton County Commissioner

Steven C. Dillinger
Hamilton County Commissioner

A handwritten signature in black ink, appearing to read "Mark Heirbrandt".

Mark Heirbrandt
Hamilton County Commissioner



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Letter of Agreement

The Hamilton County Comprehensive Emergency Management Plan (CEMP) establishes the basis for coordinating emergency activities within the county impacted by disaster or emergency requiring supplemental assistance. The CEMP assumes an emergency or disaster overwhelms the capability of these areas and establishes the necessary protocols for seeking additional state or federal assistance in the event of local resources being overwhelmed.

The CEMP encompasses the four phases of emergency management: mitigation, preparedness, response, and recovery. The CEMP also considers homeland security issues by directing personnel and resources towards prevention and protection activities.

The CEMP is in a checklist format, which requires all local, municipal, and county agencies to develop and implement standard operating procedures or guides. These procedures and guides articulate the way tasks, functions, and activities will be accomplished in the CEMP. These procedures may be administrative, routine, or tactical in nature.

The CEMP utilizes the organizational structure supported by the National Incident Management System (NIMS). Resources are assigned depending on the type of needs dictated by the incident. Resources are organized in this fashion for ease of direction, control, and coordination before, during, and after major incidents. For example, county agencies with public health and medical responsibilities may be grouped into Operations for response purposes and Planning for recovery purposes. Agencies are grouped into one or more Emergency Support Functions to assist in resource management and situational awareness. Emergency Support functions have lead agencies or entities responsible for the communication and coordination among key partners before, during, and after the plan is achieved.

Agencies included have agreed by resolution to support the CEMP and to carry out their assigned functional responsibilities. Additional entities not directly identified in the CEMP may also be called upon to support facilities, equipment, personnel, or other resource needs during a county response to an emergency or disaster incident.

Local, Municipal, and County agencies further agree to support ongoing emergency planning efforts to include public safety and specialized training, ongoing maintenance, and evaluation of the CEMP, as well as participating in an exercise program to ensure continual improvement.

This plan replaces the Hamilton County Comprehensive Emergency Management Plan promulgated December 31, 2014.



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A handwritten signature in black ink, appearing to read "Maurice St. Louis".

Town of Arcadia
Maurice St. Louis, Council President

A handwritten signature in black ink, appearing to read "James Brainard".

City of Carmel
James Brainard, Mayor

A handwritten signature in blue ink, appearing to read "Scott Fadness".

City of Fishers
Scott Fadness, Mayor

Town of Sheridan
David Kinkead, Council President

A handwritten signature in black ink, appearing to read "Robin Mills".

Hamilton County Auditor's Office
Robin Mills, Auditor

A handwritten signature in black ink, appearing to read "Kenton Ward".

Hamilton County Surveyor's Office
Kenton Ward, Surveyor

A handwritten signature in black ink, appearing to read "Shane Booker".

H.C. Emergency Management
Shane Booker, Executive Director

A handwritten signature in black ink, appearing to read "Barry McNulty".

Hamilton County Health Department
Barry McNulty, Executive Director

Fire Chief's Roundtable
David Haboush, Chairman
Fire Chief, City of Carmel

Town of Atlanta
Murry Dixon, Council President

Town of Cicero
Chris Lutz, Council President

A handwritten signature in black ink, appearing to read "Chris Jensen".

City of Noblesville
Chris Jensen, Mayor

City of Westfield
Andy Cook, Mayor

A handwritten signature in blue ink, appearing to read "Dennis Quakenbush".

Hamilton County Sheriff's Office
Dennis Quakenbush, Sheriff

H.C.E.M. Advisory Council
Justin Clevenger, Chairman

A handwritten signature in blue ink, appearing to read "Jeff Schemmer".

H.C. Public Safety Communications
Jeff Schemmer, Executive Director

Hamilton County Parks and Recreation
Allen Patterson, Executive Director

Hamilton County Public Safety Board
David Haboush, Chairman
Fire Chief, City of Carmel



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American Red Cross
Chad Priest, Regional CEO

Purdue Extension
Susan Peterson, County Extension Director

Hamilton County COAD
Nancy Chance, Chairwoman

Duke Energy
Stand Pinegar, State President



Record of Changes

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Record of Distribution

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Introduction

Mission

The mission of the Hamilton County Comprehensive Emergency Plan (CEMP) is to coordinate emergency management and public safety activities to protect the people, the property, and the environment of Hamilton County, Indiana during an emergency, disaster, or special event.

Purpose

The purpose of the CEMP is to be the comprehensive guide for countywide preparedness, response, recovery, and mitigation activities. The CEMP considers the direct coordination and support from local, municipal, and county agencies, departments, and other organizations activated during emergencies or disasters. This plan is the disaster emergency plan as mandated by I.C. 10-14-3-17 (h).

Scope

The CEMP shall address all hazards which may occur in Hamilton County through effective coordination and communication among responding local agencies.

The CEMP articulates Hamilton County's ability to prepare for, respond to, and recover from disasters or emergencies, and provides for:

1. A comprehensive general guide for the effective use of government, private sector and volunteer resources.
2. An outline for local government responsibilities in relation to federal and state disaster assistance programs and applicable disaster laws.

This plan replaces the Hamilton County Comprehensive Emergency Management Plan promulgated on December 31, 2014.

The CEMP is strategic in nature, with the Emergency Operations Plan (EOP) being the plan underpinning Hamilton County Emergency Management on an operational level. Therefore, elements that have previously been found in the CEMP may now be outlined in the EOP, and the EOP should be consulted for operational information.

Situations and Assumptions

Many hazards threaten Hamilton County, which may cause emergencies and disasters in all or part of the jurisdiction. Specific characteristics, such as population distribution, land development, weather patterns, and topography all promote unique challenges for managing emergencies and disasters.

Hamilton County has the following unique attributes:

1. Hamilton County is in the north-central portion of the State of Indiana.
2. According to an estimate in 2017 from the U.S. Census Bureau, Hamilton County has a population of approximately 323,747 people, making it the fourth largest county by population. In recent years Hamilton County has seen amazing domestic and commercial growth, also being rated as one of the best places to live in the United States a number of times.
3. Hamilton County has Interstate 69 running through the south-central area across to the east side of the county. The other major roadways are U.S. Route 31, which runs north and south through the middle of the county, and State Road 37, which runs from the southeast to the



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northeast end of the county. Both roadways connect various communities within the county.

4. The White River runs through Hamilton County from the east down to the south-central end of the county. The White River has been a major flood threat in the past.
5. Although there are no major waterways in the county used for commercial or business enterprise, Hamilton County is well known for its two recreational bodies of water. The Morse Reservoir is situated in the center of the county, with the Geist Reservoir in the southeast portion of the county. While these reservoirs provide popular recreation areas, together these water bodies provide critical drinking water for over 1.8 million people residing in the metropolitan area.
6. Hamilton County's predominant land use is agriculture; 68% of the county's land is utilized for grain, livestock, nursery, and timber farming.
7. Much of the farmland in Hamilton County is located in the northern third of the County in Adams Township, Jackson Township, and White River Township as well as in the communities of the Town of Atlanta, Town of Arcadia, and Town of Sheridan.
8. Residential development is predominately concentrated in the southern third and central areas of the County in the City of Carmel, City of Fishers, City of Noblesville, and City of Westfield. This is gradually expanding on an annual basis, with communities in the northern third of the county beginning to add neighborhoods and planning for fast-paced future growth.
9. The County has a diverse and vibrant economic base with employment strengths in medical products and services, finance/insurance, corporate headquarters, and entrepreneurial technology companies.
10. Hamilton County has a total area of 402 square miles, of which 397 square miles is land and five square miles is water.
11. The increasing infrastructure and population density in the southern 1/3 of the county have expanded to the middle 1/3 of the county.

Key Planning Assumptions

For successful preparedness and response operations to take place, the following key assumptions are listed to gauge participation and support provided by stakeholders at all levels of government.

1. Hamilton County and each of its municipalities have capabilities, including manpower, equipment, supplies, and skills to ensure the preservation of lives and property in the event of an emergency or disaster.



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2. Local municipalities will exhaust resources and capabilities, including mutual aid, before requesting the assistance from Hamilton County Emergency Management. If the existing capabilities of the County are exceeded; assistance may be requested from the Indiana Department of Homeland Security (IDHS) through Hamilton County Emergency Management.
3. Hamilton County is one of the counties that comprise the Indiana Department of Homeland Security District Five. Indiana has established a total of ten districts and has assigned a District Coordinator assigned to each. The District Coordinator may be called upon for consultation and assistance, as well as act as the direct link between the Hamilton County and the State's Emergency Operations Center. (If capabilities are exceeded, reach out to the district in which Hamilton County is affiliated).
4. Hamilton County Emergency Management will administer the emergency management program for the county and will coordinate operations during emergency situations. The Hamilton County EOC will act as the central point of communication and coordination for local public safety personnel in emergency situations. The EOC may be referred to and can assume the responsibilities of a Multi-Agency Coordination Center (MACC).
5. Hamilton County may seek additional resources through mutual aid, pre-establishing such agreements with those entities having the capability and resources to assist in mission essential tasks. The County may also utilize the statewide mutual aid agreement as outlined in Indiana Code 10-14-3-16.
6. Subject to appropriate declarations made by the Hamilton County and the State of Indiana, the federal government may provide funds and assistance to the county and municipalities if impacted by an emergency or disaster. Federal assistance will be requested when disaster relief resources of Hamilton County and the State of Indiana have been exhausted.
7. Coordination and collaboration with all applicable state and federal agencies that render assistance will be given to ensure an expedited response and recovery process.
8. Training, exercise, and evaluation of essential municipalities, county agencies and departments will be an ongoing priority to ensure the effective use of resources and personnel activated during response operations; however, each municipality will take responsibility for their own evaluation.

Target Capabilities

In December 2003, President Bush issued Homeland Security Presidential Directive Eight (HSPD-8) to establish national policy to strengthen the preparedness of the United States to prevent, protect against, respond to, and recover from terrorist attacks, major disasters, and other emergencies. HSPD-8 required the development of the National Preparedness Guidelines. The National Preparedness Guidelines define what is meant for the United States to be prepared by providing a vision for preparedness, establishing national priorities, and identifying target capabilities. The Guidelines adopt a Capabilities-Based Planning process supported by three planning tools: The National Planning Scenarios, Target Capabilities List (TCL), and Universal Task List (UTL). They can be viewed online at https://www.fema.gov/txt/media/factsheets/2009/npd_natl_plan_scenario.txt; <https://www.fema.gov/pdf/government/training/tcl.pdf>; and <https://www.hsdil.org/?view&did=458805>,



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respectively.

The Target Capabilities List describes the capabilities related to the four homeland security mission areas: Prevent, Protect, Respond, and Recover. It defines and provides the basis for assessing preparedness. It also established national guidance for preparing the United States for major all-hazards event, such as those defined by the National Planning Scenarios. Five common core capabilities currently exist, being prevention, protection, mitigation, response, and recovery.

Organization

The Hamilton County CEMP is comprised of the Basic Plan and supplemental annexes integrated through support functions.

Emergency Support Function Annex

This section defines the support function structure that includes tasks in a checklist format covering the four phases of emergency management.

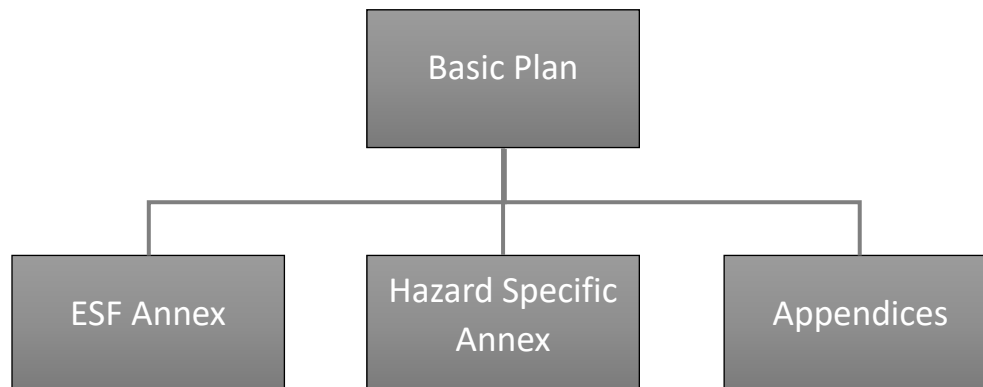
Hazard-Specific Annex

This section describes Hamilton County's preparedness and response activities as they relate to specific hazards. These include floods, mass evacuations, mass fatalities, snow emergencies, and terrorist incidents.

Appendices

This section provides additional materials and information such as acronyms, definitions, and diagrams, which provide a better understanding of the overall CEMP and its various sections.

Figure 1: CEMP Organizational Chart





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Limitations

Hamilton County will endeavor to make every reasonable effort to respond to emergency incidents. However, depending on the type/severity of an incident, local resources and public safety services may be overwhelmed.

There is no guarantee implied by the CEMP that a perfect response to emergency incidents will be practical or possible.

Paradox of a Crisis

Emergency management professionals, FEMA, and many higher education institutions understand and teach the theories associated with the paradox of a crisis. The demand of needs cannot be met by the time constraints or available resources, thereby not meeting the public's expectations resulting in not meeting political expectations and a capability/capacity gap is established. HCEM will make every effort to coordinate response and recovery activities to meet capability/capacity gaps in hopes of avoiding the paradox of a crisis; however, HCEM also understands this paradox is a part of every response and recovery effort.

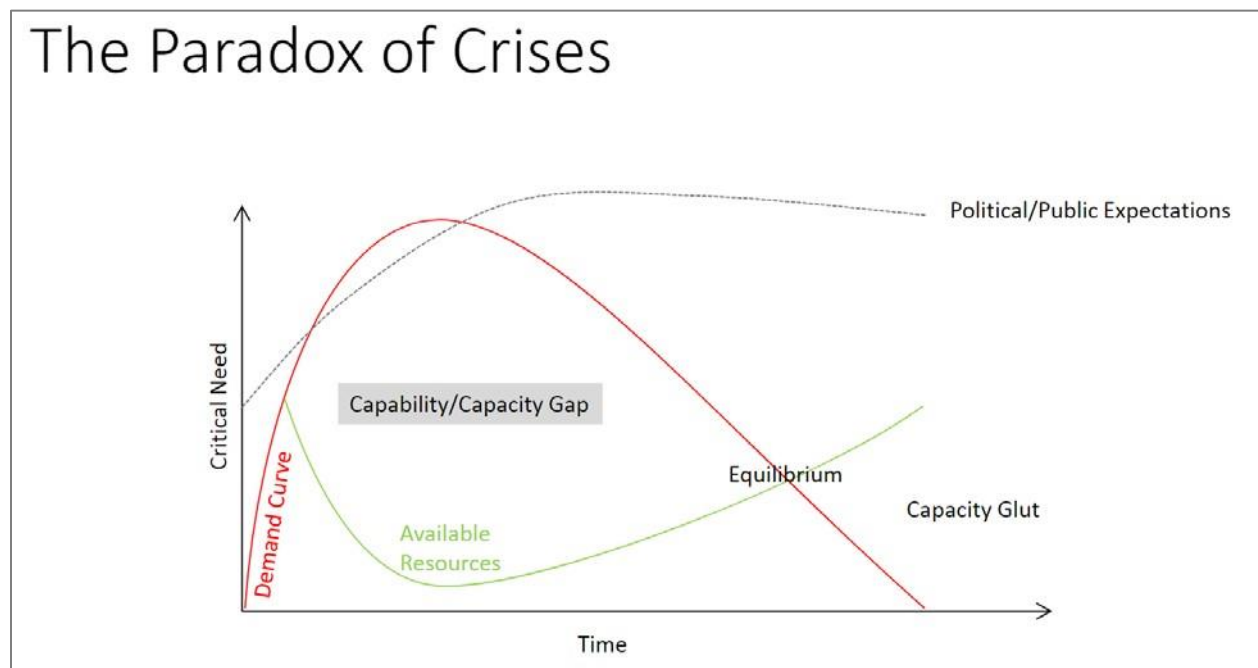


Figure 2: The Paradox of a Crisis



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Authorities

The authority to develop and maintain emergency and disaster plans is derived from federal, state, and local statutes. The following laws and directives are the basis for this authority.

Federal

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act
2. Homeland Security Act of 2002
3. Public Health Security and Bioterrorism Preparedness and Response Act
4. Homeland Security Presidential Directive 5
5. Homeland Security Presidential Directive 7
6. Homeland Security Presidential Directive 8
7. Homeland Security Presidential Directive 9
8. Homeland Security Presidential Directive 21
9. Post Katrina Reform Act of 2006
10. National Incident Management System (NIMS), December 2008
11. National Response Framework (NRF), January 2008
12. Overview Support Functions, January 2008
13. Sandy Recovery Improvement Act of 2013
14. National Preparedness Report 2012
15. Superfund Amendment Re-Authorization Act (SARA Title III)
16. Guide on EOC Management and Operations, IS-775 (FEMA)

State

1. Indiana Code 10-14-3, Emergency Management and Disaster Law
2. Indiana Code 10-14-5, Emergency Management Assistance Compact

Local

1. Hamilton County Code of Ordinance Title 10, Article 14
2. Hamilton County Comprehensive Emergency Management Plan

Concept of Operations

General

All emergency incidents originate at the local level. To that end, Hamilton County will make every effort to ensure the most effective, efficient usage and application of materials, resources, and personnel.

Should an incident exceed the capabilities of the county, Hamilton County shall attempt to acquire these resources from District Five agencies or from the Indiana Department of Homeland Security.

Incident Management and the National Incident Management System

The National Incident Management System (NIMS) provides a unified approach to incident command, standard command and management structures and an emphasis on preparedness, mutual aid, and resource management. NIMS is structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance and administration. NIMS



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implementation includes process, operational, and technical standards integrated into emergency response plans, policies, and procedures.

NIMS establishes the Incident Command System (ICS) as the organizational structure to be implemented to effectively and efficiently command and manage domestic incidents, regardless of cause, size, or complexity. The ICS structure is a standardized, all-hazard incident management concept that provides an integrated organizational structure which can adapt to the complexities and needs of single or multiple incidents regardless of jurisdictional boundaries. Key aspects of the system include management by objective, span of control, and creating an incident organizational structure to fit the changing needs of the incident or event.

Hamilton County has adopted NIMS as the standard for incident management within Hamilton County by Proclamation 9-26-05-2. NIMS doctrine provides the responder with the flexibility to expand or contract based on the situation while maintaining unity of command and span of control.

Multi-Agency Coordination

Evolution of the size and complexity of hazards and threats has demonstrated the need for effective planning and coordinated emergency response. Most major emergencies and disasters will have no geographical, economic, or social boundaries. Likewise, significant incidents will also involve multiple jurisdictions, agencies, and organizations.

To effectively manage and focus efforts of a multiple-agency coordination system, Hamilton County has adapted its planning and response capability based on the following:

Local Emergency Planning Committee (LEPC)

Emergencies and disasters can produce issues that require prompt decisions to serve both short and long-term emergency management needs. In many cases, the executive director of Hamilton County Emergency Management is able to manage the incident without convening the local LEPC, however; at times, decision making may require senior local officials in consultation with the Hamilton County Emergency Management executive director to work through governmental issues, local law, and jurisdictional impacts. The Local Emergency Planning Committee is the primary body in critical disaster situations where these situations are addressed.

The composition of the Planning Committee may vary, depending on the nature and scope of the situation but will commonly be comprised of such agencies as the local emergency management, county commissioners, local mayor(s), health department, county highway department, local law enforcement, and local fire services.



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Emergency Support Functions (ESFs)

The ESFs provide support, resources, program implementation, and services to meet specific challenges and responsibilities with all phases of emergency management. Each ESF is responsible for developing written standard operating procedures (SOPs) to support their roles and responsibilities as defined by the CEMP. Each ESF must also ensure an appropriate level of training occurs, in addition to ongoing participation in exercises and periodic testing and evaluation of their SOPs.

ESF	Primary Agency
ESF-1: Transportation	Hamilton County Highway Department
ESF-2: Communication	Hamilton County Public Safety Communications
ESF-3: Public Works & Engineering	Hamilton County Surveyor's Office
ESF-4: Firefighting	Hamilton County Fire Chief's Roundtable
ESF-5: Emergency Management	Hamilton County Emergency Management
ESF-6: Mass Care, Housing, and Human Services	American Red Cross (Co-Lead) Hamilton County Emergency Management (Co-Lead)
ESF-7: Resource Support	Hamilton County Emergency Management
ESF-8: Public Health & Medical Services	Hamilton County Health Department
ESF-9: Urban Search & Rescue	Hamilton County Fire Chief's Roundtable
ESF-10: Hazardous Materials Response	Hamilton County Fire Chief's Roundtable
ESF-11: Agriculture & Natural Resources	Purdue Extension
ESF-12: Energy	Duke Energy
ESF-13: Public Safety & Security	Hamilton County Sheriff's Office
ESF-14: Long Term Community Recovery	Business Alliance of Hamilton County
ESF-15: External Affairs	Hamilton County Sheriff's Office

Figure 3: ESFs and Primary Agency



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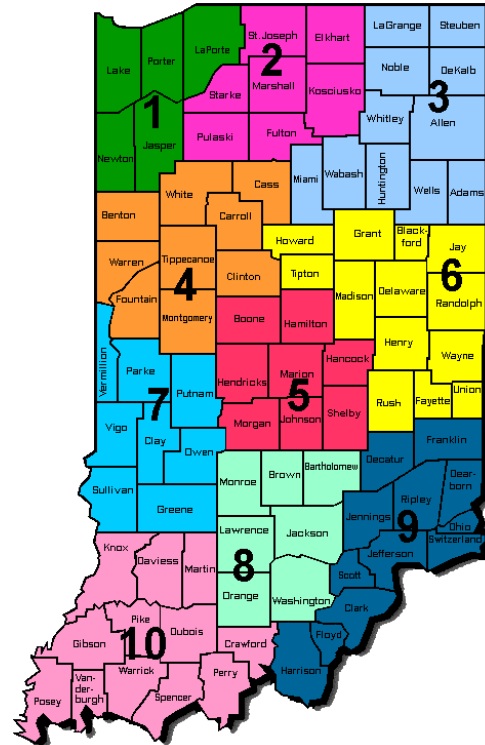
Indiana Department of Homeland Security District Collaboration

Ten geographical districts comprise the Indiana Department of Homeland Security. Each district is comprised of multiple counties and their shared resources, eliminating redundancy in critical response functions and coordinating supplemental planning, training, and exercise activities.

Hamilton County is located within IDHS District Five, which also includes Boone, Hancock, Hendricks, Johnson, Marion, Morgan, and Shelby Counties.

In each district, IDHS has appointed a District Coordinator to serve as a liaison between local jurisdictions and the state. A District Coordinator may also act as a direct link to the State EOC to relay incident-specific information, as well as communicate critical resource needs.

In addition to the District Coordinator, a more formalized structure has been established for each District. While overall organization and composition may vary, each district utilizes the following three components:



1. **District Planning Councils (DPCs):** implemented to assist each IDHS district in the planning, organization, and management of critical emergency response activities on a regional basis. In IDHS District Five, the DPC is comprised of representatives from each of the district's counties.
2. **District Response Task Force (DRTF):** exists to provide specialized response personnel and equipment to every county to protect the public, the environment, and property during natural, technological, and homeland security-related incidents. The composition of a DRTF will vary between Districts, based on the availability and capability of resources within each district.
3. **District Planning Oversight Committee (DPOC):** established for each district to provide executive level oversight and support for the activities of the DPC.

Hamilton County Emergency Operations Center (EOC)

The Hamilton County EOC is the physical location where multi-agency coordination occurs and is managed by Hamilton County Emergency Management. The purpose of the EOC is to provide a central coordination hub for the support of local emergency response activities and planned events. The EOC can expand or contract as necessary to appropriately address the needs of an incident or special event.



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In addition to serving Hamilton County, HCEM has a duty to maintain positive and productive relationships with its geographical neighbors; outside of District Five, Hamilton County is adjacent to counties Clinton, Tipton, and Madison. Hamilton County will work with its neighbors regarding mutual aid and coordination.

Structure and Organization

At the county level, daily and routine functions are managed by the Emergency Management executive director and their staff. If an incident grows in terms of resource needs, the Hamilton County Emergency Management is responsible for requesting various levels of support. This may include personnel and equipment based upon the needs of the incident commander. Additionally, HCEM may call upon county departments and agencies to provide support as required in County Ordinance.

All personnel reporting to and working within the EOC will be organized and managed using NIMS and ICS.

Other communities within Hamilton County have the capability to establish their own Local Operations Center (LOC). Each LOC will be able to provide the Hamilton County EOC with updates, situation reports, and resources, with the LOC also able to request information and resources from the County EOC. Municipalities will determine the structure of their LOC but should consider command and general staff functions and span of control using NIMS. LOCs typically are comprised of executive leadership from city departments who know their community and can make decisions regarding response and recovery operations. The LOC may request a liaison from HCEM or HCEM may send a liaison to assist with information management, coordination, and resources between the municipality and the County EOC. Once a local community has exhausted their resources, agencies will rely on the Hamilton County EOC to coordinate resources.

Data Collection and Dissemination

Hamilton County Emergency Management utilizes WebEOC for situational awareness and resource management. WebEOC provides public safety personnel from around Hamilton County with a common platform to share, analyze, and manage emergencies, special events, and disaster information throughout Hamilton County.

WebEOC serves as a collaborative tool and provides for a common operating picture and integration with the State EOC and their use of the same system for situational awareness, resource management, and mission tracking. The system is also used as a vital daily operations tool, providing a resource to organize, manage, and share information between key stakeholders and public safety partners.

Resource Management

In an emergency, disaster situation, or special event, requests for resources will originate from the Incident or Unified Command established for the event or incident. Request flow from local jurisdictions to the Hamilton County EOC are analyzed and processed to determine how and if the requests can be met. If Hamilton County resource capabilities are inadequate or have been exhausted, the County EOC will seek support from the State EOC.



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Hamilton County has access to a resource list of current assets within the county jurisdiction. The list follows NIMS resource typing and jurisdictional protocols.

Volunteer coordination

The management of voluntary organizations and volunteers is critical for an efficient and effective response to a disaster. Hamilton County Emergency Management coordinates with the American Red Cross and the Hamilton County Community Organizations Active in Disasters (COAD), to develop and maintain a roster and reporting system for established volunteers. For spontaneous unaffiliated volunteers (SUV), Hamilton County Emergency Management works with the COAD to match volunteers with an organization to best utilize their skills and experience.

Private Sector Coordination

Integration, collaboration, and support from private businesses and industry before, during, and after emergency incidents are critical for successful response operations.

Hamilton County Agencies and ESFs have established agreements with local private sector entities for resources. The scope of activation of these agreements varies based upon the nature of an incident. However, a key planning assumption is the resources identified in the agreements will be made available if necessary.

State and Federal Coordination

Hamilton County will make every effort to collaborate with state and federal resources that are formally requested or deemed necessary for successful response operations.

Public Information

During an incident or planned event, providing coordinated and timely public information is critical in helping an impacted community. Effective and accurate communication to the public about an incident saves lives, property, and promotes credibility and overall public trust. In Hamilton County, critical information necessary for public dissemination will be made available through various media outlets, including local television stations, local radio, print sources, web-based systems, and social media.

Hamilton County Emergency Management will identify a group of individuals responsible for managing and coordinating public information activities. The group, known as the Hamilton County PIO working group, meets to establish and maintain relationships to support each other during emergencies and disasters. In the event of major emergencies or disasters, the Hamilton County PIO working group will collaborate to effectively process, analyze, and provide information to the media and public.

Joint Continuity Planning

Each municipality is responsible for creating their own Continuity of Government plan, which outlines actions to take in a catastrophic incident. Continuity planning assures the preservation of government under the Indiana State Constitution and provides for the performance of essential



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functions under all emergency conditions and hazards. Specifically, Hamilton County has developed a Continuity of Government Plan for the multiple units of government found within the county. Each essential emergency response and support agency has been tasked to develop and adopt a Continuity of Operations Plan for their organization.

Continuity of Government (COG)

Title 10 Article 14 of the Hamilton County Emergency Management Ordinance establishes a clear line of succession for the purposes of declaring a local disaster emergency. The line of succession is as follows:

1. Designated President of the Hamilton County Board Commissioners
2. President Pro Tem of the Hamilton County Board of Commissioners
3. Remaining Commissioner of the Hamilton County Board of Commissioners
4. County Auditor
5. County Clerk
6. County Recorder
7. County Director of Emergency Management

The COG plan outlines essential personnel, by position and function, and identifies the necessary actions to reconstitute governmental services.

Continuity of Operations (COOP)

Hamilton County agencies have a plan to identify essential personnel, establish emergency call-down procedures and pre-identify locations where county agencies and departments can come together to continue critical government services following an emergency or disaster event.

Emergency Management Phases – General Activities

Mitigation

Hazard mitigation is defined as any sustained action to reduce or eliminate long-term risk to human life and property from hazards. Hazard mitigation planning and the subsequent implementation of resulting projects, measures, and policies is a primary mechanism in reducing hazards.

In recognition of the importance of planning in mitigation activities, FEMA has created HAZUS-MH (Hazards USA Multi-Hazard), a geographic information system (GIS)-based disaster risk assessment tool. This tool enables communities of all sizes to predict the estimated losses from floods, hurricanes, earthquakes, and other related phenomena and to measure the impact of various mitigation practices that might help reduce those losses. The Indiana Department of Homeland Security has determined that HAZUS-MH should play a critical role in Indiana's community-level risk assessments. Additionally, the Multi-Hazard Mitigation Plan (MHMP) is a requirement of the Federal Disaster Mitigation Act of 2000.



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The Hamilton County MHMP was completed in March 2014 and will be updated in 2019.

Hamilton County mitigation efforts began with the development of a County Hazard Analysis, identifying potential hazards that may threaten residents throughout the county as well as physical, financial, and social impacts that could be attributed to the identified hazards.

Mitigation tasks have been identified in the Hamilton County CEMP for each ESF. However, these tasks are general in nature, focusing on common needs, resources, and activities. Common mitigation tasks shared by all Hamilton County partners include, but not limited to:

1. Establish procedures used to educate and involve the public in mitigation programs.
2. Identify potential protection, prevention, and mitigation strategies for high-risk targets.
3. Establish procedures used to develop sector-specific protection plans.
4. Establish policy and directives to protect life and property within Hamilton County.
5. Planning and zoning boards should consider additional requirements for new facilities, such as nursing homes, pharmacies, grocery stores, and gas stations, to install and maintain generators. Such actions will ensure a more resilient community and greatly aid in response and recovery actions.

Preparedness

Preparedness is defined as the range of deliberate critical tasks and activities taken by a jurisdiction that is necessary to build, sustain, and improve operational capabilities to respond to and recover from emergencies and disasters.

Hamilton County's preparedness activities encompass a comprehensive program focusing on planning, training, and exercise, as well as resource identification and acquisition. Preparedness activities require an ongoing, coordinated effort from the public and private entities as well as individual citizens.

Common preparedness activities shared by all agencies include, but are not limited to:

1. Delegate authorities and responsibilities for emergency actions.
2. Assign, designate, and/or procure personnel, facilities, equipment, and other resources to support emergency actions.
3. Training of personnel, including a program which tests and exercises essential equipment and emergency plans and procedures.
4. Sustaining the operability of facilities and equipment.
5. Implementation of plans or other preparations to facilitate response and recovery operations.
6. Establish a resource management system including inventory, deployment, and recovery capabilities.



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Response

Response is defined as the immediate actions taken to save lives, protect property, the environment, and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery.

Common response tasks shared by all state agencies include, but are not limited to:

1. Deploy resources to save lives, protect property, environment, and preserve the social, economic, and political structures.
2. Establish and maintain situational awareness and a common operating picture for an incident.
3. Effectively coordinate response actions and demobilize personnel and resources.

As the Comprehensive Emergency Management Plan is strategic in nature, to better define operational aspects for emergency and disaster response, Hamilton County Emergency Management shall maintain an Emergency Operations Plan. The EOP shall support the CEMP and will be reviewed and updated annually.

Recovery

Recovery is defined as the actions or programs implemented by a jurisdiction to restore a community's infrastructure, as well as the social and economic aspects of an affected area to a pre-disaster state.

Throughout Hamilton County, recovery efforts begin as response resources are activated. These recovery efforts are dependent upon the complexity of an incident and its impact on an area. For this reason, recovery takes place in two distinct levels:

1. Short-term Recovery: The immediate actions that overlap with response. These actions may include meeting essential human needs, restoring utility services, and reestablishing transportation routes.
2. Long-term Recovery: Elements commonly found, but not exclusively, outside the resources of Hamilton County. This level may involve some of the same short-term recovery action, which has developed into a long-term need. Depending on the severity of the incident, long-term recovery may include the complete redevelopment of damaged areas. Long-Term Recovery is addressed and supported through the respective ESF. HCEM recommends municipalities establish a long-term recovery team and meet biannually to review challenges faced by communities impacted by major disasters such as the Joplin, Missouri F5 multi-vortex tornado and the Greensburg, Kansas F5 tornado.

Financial Management & Administration

This element provides financial management guidance to key agencies and departments throughout Hamilton County to ensure the appropriate state and local policies are administered effectively



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during the response and recovery phases of emergency management or disaster.

Responsibilities

Hamilton County will make every effort to prepare for, respond to, and recover from any emergencies or disasters which impact the jurisdiction. However, large-scale emergencies and disasters may place financial obstacles on local public safety agencies and departments. As such, Hamilton County may proclaim a Local Declaration of Disaster Emergency in accordance with Article 10 Section 4 of the Hamilton County Emergency Management Ordinance. Such a declaration enables state and federal assets to deploy into Hamilton County and begin the process of stabilization and eventual recovery.

If a declaration is made, the executive director of Hamilton County Emergency Management, working closely with local municipalities, County Board of Commissioners, and IDHS, will ensure the following key tasks are complete:

1. Process disaster information relating to the loss of residential structures within the county.
2. Process disaster information relating to the loss of private industry and businesses.
3. Process disaster information relating to the loss of key pieces of critical infrastructure and essential services.

Financial Management Operations

Each agency is responsible for providing its own financial services and support to its response operations in the field, in addition to the recording and retention of all financial documentation.

The following tasks should be considered to effectively support and manage funding for emergency activities:

1. Mitigation: Each local agency is required to use finances from their own budgets to mitigate potential emergency situations affecting their agency's ability to respond to and recover from emergency situations.
2. Preparedness: Each agency should prepare for future emergency budgets by studying past emergency responses and identifying needs not met by their current budget cycle. Contingencies, such as mutual aid and agency partnerships, should be established to address unmet needs.
3. Response: Local agencies may be required to spend more than their allocated budget to effectively respond to the emergency. As local agencies begin their initial response operations, it may be necessary to prepare and submit a report on the estimated funding needs for the duration of the emergency response. The purpose of the estimates is to help establish the need for possible support from the state.
4. Recovery: Hamilton County Emergency Management will work with local municipalities, public safety agencies, county residents, the COAD, and private companies and other



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community organizations to solicit funds through standard funding sources, donations, and through emergency disaster relief funds. Taken together, these potential monetary resources will promote both short and long-term recovery needs within Hamilton County.

Financial Records and Supporting Documentation

All public safety agencies and departments in Hamilton County involved in emergency operations must document the following information:

1. Hours worked by staff, associated with disaster response and track regular and overtime costs.
2. Expenditures and purchases made during the response.
3. Any damages to public property or employee injuries that took place.
4. Any additional information requested by the Hamilton County Emergency Management Department.

As financial information is collected, it should be processed using established county and state financial reporting protocols. In addition, by keeping such records, all county agencies must make these records available for review and potential audit.

Guidance for Financial Operations

Hamilton County Emergency Management will provide guidance and reference materials to county response agencies that will allow for support of financial operations for as it relates to emergency and disaster activities. HCEM will also ensure all municipalities have access to the FEMA disaster grants system.

Plan Maintenance

The maintenance of the CEMP requires revisions and updates which reflect the evolving needs of emergency management throughout Hamilton County, the State of Indiana, and the United States. Additional information is also incorporated from After Action Reports (AARs) and Improvement Plans developed following exercises or real-world incidents.

This continual maintenance and review of the Hamilton County CEMP will be accomplished by meetings of Emergency Management representatives of the county support functions identified in this CEMP, and the Hamilton County Emergency Management Advisory Council.

Responsibilities

Hamilton County Emergency Management is responsible for the maintenance of the document in accordance with Indiana Code 10-14-3-17. The primary and supporting agencies for each ESF are responsible for ensuring their tasks outlined in the ESF Annex are accurate. Further updates, revisions, or maintenance to these tasks will be communicated to the Hamilton County Emergency Management for integration into the CEMP.



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Frequency

Hamilton County Emergency Management Advisory Council, in coordination with other local agencies and stakeholders, will review the CEMP biannually and provide revisions and updates, as needed. An entire update of the CEMP will occur when instructed by the Hamilton County Emergency Management Advisory Council or the Indiana Department of Homeland Security.

Testing, Evaluation, Assessment, and Corrective Action

The Homeland Security Exercise and Evaluation Program (HSEEP) is the national standard utilized for exercise design and implementation. HSEEP incorporates Core Capabilities and Target Capabilities List (TCL) as a standardized methodology to evaluate and document exercises and develop improvement plans.

Testing

Individual agencies within Hamilton County are responsible for their own training programs. However, for training and coursework relating to emergency management and homeland security, Hamilton County Emergency Management will coordinate with local agencies and departments to receive information and materials to increase the level of preparedness, as well as to test and validate the local CEMP.

Evaluation and Assessment

Validation of the CEMP is accomplished through evaluations and assessments of the tasks performed during an exercise and after each emergency or disaster where resources are activated. The objective of this process is to identify performance strengths and deficiencies to develop the necessary corrective actions.

Corrective Action

Corrective actions are recommended improvements discovered after an exercise, and/or an emergency or disaster. These recommendations are compiled in an After-Action Report (AAR) and incorporated into a corresponding improvement plan describing the necessary corrective actions. The CEMP will be updated and revised to reflect the results of the AAR and improvement plan.



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Emergency Support Function Annex



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ESF-1 – Transportation

Primary Agency

Hamilton County Highway Department

Support Agencies

Hamilton County Emergency Management

Hamilton County Sheriff's Office

Indiana Department of Transportation (INDOT)

Janus - Hamilton County Express

Municipal Public Works & Street Departments

Municipal School Districts

Civil Air Patrol

Purpose

1. To provide guidance and direction to ensure effective coordination and utilization of the transportation system and resources during emergencies and disasters.

Scope

1. Process and coordinate requests for transportation resources and support.
2. Coordinate transportation activities and resources during the response phase immediately following an emergency or disaster.
3. Compile and assess reported damage to the Hamilton County transportation infrastructure to determine needs and prioritize the use of transportation resources.
4. Coordinate restoration and repair of critical transportation infrastructure.
5. Coordinate transportation of assets between public and private partners and jurisdictions within Hamilton County.
6. Joint-coordination of traffic control, access, and evacuation with ESF-13 – Law Enforcement.
7. Support ESF-8 – Public Health in the transportation and evacuation of casualties.
8. Assessment and repair of traffic control devices and systems.

Policies

1. Hamilton County EOC operations will focus on the coordination of regional transportation response activities for emergencies and disasters that affect Hamilton County.



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2. Impacted organizations will utilize, to the greatest extent possible, normal, day-to-day processes and procedures to maintain the integrity of transportation unless a situation necessitates policy changes or modifications.
3. Primary and support agencies will support the coordination of information collection relating to transportation damage assessments.
4. Primary and support agencies will ensure a COOP is in place to maintain essential services.

Concept of Operations

1. The primary and support agencies are responsible for coordinating the transportation response and providing recovery support and services to maintain the integrity of Hamilton County's transportation system.
2. Damage assessments for roadways within Hamilton County will be performed as soon as possible and relayed to the Hamilton County EOC.
3. The Hamilton County EOC will coordinate requests for transportation assistance between and among the various jurisdictions and agencies.
4. Within its own resources, Hamilton County will provide guidance for the coordination of transportation resources and the identification of emergency transportation routes for the movement of resources.
5. The Hamilton County Highway Department's transportation resources may be supplemented with those from other county departments or local jurisdictions, as well as the private sector and volunteer organizations.
6. When transportation requests exceed the capabilities of Hamilton County and local jurisdictions, the Hamilton County EOC will coordinate transportation activities with the State EOC.

Responsibilities

Primary Agency

1. Coordinate transportation resources and training to prepare before an emergency or disaster.
2. Coordinate transportation resources to assist in response and recovery activities during and after an emergency or disaster.
3. Coordinate the recovery and restoration of the county transportation infrastructure.
4. Coordinate with other ESFs to develop transportation routes for moving resources throughout affected areas.



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5. Maintain communication with the Hamilton County EOC to assess overall damage to the transportation infrastructure to determine the overall impact of the emergency or disaster and identify any gaps in resources.
6. Required to maintain relationships with private and public sector partners, such as school transportation, Janus Developmental Services.
7. Establishes a joint reception center for staging of incoming agencies to ensure check-in and proper assignments. This process will ensure accountability, address span-of-control, and ensure personnel are using appropriate local radio talkgroups or national interoperability radio frequency.

Support Agencies

1. Assist in preparedness, mitigation, response, and recovery activities as requested by the primary agency or Hamilton County EMA.
2. During activation of ESF 1, support coordination of transportation resources and personnel during response and recovery operations.
3. Assist the primary agency in the development and implementation of policies, procedures, and other documentation necessary to execute necessary tasks.
4. Provide situation reports and assessments that enable the primary agency to develop an accurate Common Operating Picture (COP).
5. Participate in training and exercises aimed to improve preparedness, mitigation, response, and recovery capabilities.
6. Identify new resources needed to address emerging threats and hazards.



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ESF-1 – Transportation Checklist

Preparedness Checklist

Requirements of Each ESF Lead Agency

1. Conduct quarterly meetings with all primary and support ESF stakeholders.
2. Create and maintain an ESF plan outlining how the ESF will respond to disasters.
3. Maintain a staffing roster/contact list of those who will serve in the EOC and the supporting ESFs in the field.
4. Create and maintain a resource list for all members of the ESF.
5. EOC Requirements.
 - a. Know which position is assigned to ESF.
 - b. Ensure all ESF personnel knows the EOC ESF phone number.
 - c. Ensure those who will serve in the EOC have access to the facility.
 - d. Ensure critical applications needed by the ESF are installed on the ESF computer.
 - e. Ensure key personnel has access to WebEOC.
 - f. They shall maintain a binder in the EOC with ESF information.

Operational Preparedness

1. Maintain a roster of ESF contacts and share with lead ESF agency.
2. Maintain continuity of operations.
3. Support regularly scheduled special events.
4. Maintain ongoing communications with all ESF agencies and organizations.
5. Utilize GIS to assess areas of potential need.
6. Highlight areas that might be vulnerable or have specific needs (such as non-English speaking communities).
7. Maintain and continue to train in the Incident Command System.

Planning Preparedness

1. Review and understand ESF requirements as listed in the CEMP.
2. Review, understand, and assist in maintaining the ESF plan.
3. Create, review, and revise agency Emergency Action Plans annually.
4. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
5. Review and update SOPs for both routine and emergency operations.
6. Seek grant funding for hazard-specific training and equipment.
7. Determine a plan for emergency communications for all ESF partners.
 - a. Ensure key ESF personnel knows the phone number to the EOC.
 - b. Establish access to HCPSC radio system; test at least on a quarterly basis.
8. Participate in the threat and hazard identification and risk assessment process.

Logistical Preparedness

1. Update equipment and resource listings on a regular basis and distribute these lists



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appropriately.

2. Establish and maintain mutual aid agreements as needed.
3. Secure emergency equipment required by the ESF.

Training and Exercise

1. Attend scheduled tabletop exercises and all other training events regularly.
2. Conduct and/or attend as available full-scale disaster exercises.
3. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
4. Train in radio procedures.
5. Train responders in duties and procedures relative to disciplines and incident command procedures.
6. Maintain and continue to train in Incident Command by obtaining necessary certifications for response personnel (ICS 100, 700, and 800).

Response

0 – 12 Hours

1. ESF lead agency sends an ESF representative to the EOC.
2. Receive briefing from section chief or EOC manager.
3. Notify personnel, mutual-aid partners, and vendors once ESF personnel are in the EOC.
4. Communications
 - a. Log into WebEOC and document the ESF is staffed on the ESF Position Log board.
 - b. Verify other communication means.
 - c. Access to radios.
 - d. Access to phones.
 - e. Maintain communications; implement a backup system if the primary system should fail.
 - f. Receive and complete mission assignments appropriately in WebEOC.
5. Follow the battle rhythm.
 - a. Participate in the county-wide conference call.
 - b. Review updated weather information as it becomes available from planning.
 - c. Participate in mid-shift brief.
 - d. Complete situation reports before the deadline (1700 and 0500).
 - i. Include what occurred over the past 12-hours.
 - ii. Key accomplishments.
 - iii. Critical shortfalls.
 - iv. Submit after-action comments.
 - v. What needs to be improved to make the operation better?
6. Monitor resource status.
7. All field ESFs must maintain ongoing information exchange within the EOC through WebEOC.
8. Report critical information in WebEOC.
9. Begin clear documentation stream of all related costs, actions, decisions, and



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communications.

10. Create a manning table.

- a. Personnel must work 12-hour shifts.
- b. The person sitting in the ESF seat must have the authority to delegate and commit resources on behalf of the agency.

11. Perform core mission emergency response functions.

12. Tasks specific to ESF 1.

- a. Determine operational capacity status of city streets, county roads, interstate highways, and bridges.
- b. Determine secondary roads and thoroughfares to counter possible gridlock.
- c. Determine secondary means of egress for traffic.
- d. Contact INDOT traffic management center for additional information.
- e. Maintain a comprehensive list of road closures and road damages throughout the county.
- f. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

12 – 24 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Monitor resource request board in WebEOC.
5. If necessary, identify the ESF staging area.
6. Establish refuel and maintenance schedules.
7. Contact logistics for needs related to multiple operational periods.
8. Provide meals and necessary rest periods to field ESF personnel.
9. Anticipate and plan for the arrival of, and coordination of state and federal agencies.
10. Tasks specific to ESF 1.
 - a. Determine what the evacuation route(s) will be.
 - b. Determine what roads will be designated as primary and secondary emergency routes.
 - c. Determine what roads will be designated as primary and secondary means of egress.
 - d. Evaluate the risk of gridlock (e.g., Interstate 69, State Highways, 146th street).
 - e. Develop a plan to counter gridlock.
 - f. Evaluate the success and shortfalls of the emergency, secondary, and egress transportation routes.
 - g. Implement new routes to replace those that failed during an event.
 - h. Improve the routes that were not efficient during an event.

24 – 36 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.



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3. Review Incident Action Plan.
4. Consider staging and re-entry issues.
5. Coordinate Demobilization Plan as necessary.
6. Attend scheduled post-incident analysis meetings.
7. Tasks specific to ESF 1.
 - a. Evaluate the success and shortfalls of the emergency, secondary, and egress transportation routes.
 - b. If certain events continue to occur, construction for an evacuation/emergency routes may need to be considered.
 - c. Begin documentation of activities, costs, etc.
 - d. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

Recovery

1. Continue ongoing support of recovery operations.
2. Debrief team members, public agencies, volunteers, and building owners.
3. Analyze hazard/incident information.
4. Inventory and evaluate response resources and capabilities.
5. Forward all agency use records to the EOC for processing.
6. Compare documentation with other ESFs appropriately.
7. Debrief team members, public agencies, volunteers, etc.
8. Review and update internal and ESF plans as necessary.

Mitigation

1. Ensure contracts meet FEMA requirements for reimbursement eligibility.
2. Review and update internal and ESF plans as necessary.
3. Assist in updates of ordinances, policies, and administrative rules that impact the ESF.
4. Develop training procedures to meet identified needs.
5. Implement measures to prevent recurrence, if appropriate.



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ESF-2 – Communications

Primary Agency

Hamilton County Public Safety Communications

Support Agencies

Hamilton County Emergency Management

Hamilton County Information Support Services (ISS)

Hamilton County Sheriff's Office

AT&T

Brighthouse

Comcast

Frontier

Sprint

Verizon

Purpose

1. To provide guidance for the organization, establishment, and maintenance of communications capabilities necessary to meet the operation requirements of Hamilton County as the result of an emergency or disaster.
2. To maintain and repair communication networks for Hamilton County, such as internet and cellular service.

Scope

1. ESF-2 applies to the communications resources within Hamilton County.
2. Communications resources include but are not limited to radio, voice and data links, satellite, video teleconferencing, landline, and cellular telephone systems, and E-911.
3. Additional communications resources related to warning systems include outdoor warning sirens, the Emergency Alert System (EAS), and the Hamilton County EMA mobile app.

Policies

1. Hamilton County Public Safety Communications (HCPSC) provides a radio network to all public safety agencies in Hamilton County.
2. During times of emergency and disaster, the county communication system must be capable of rapidly receiving and transmitting emergency information for direction, control, and coordination of all agencies.
3. HCPSC will coordinate communication support necessary to conduct disaster response and relief operations.
 - a. Federal and State communication systems will be utilized if local capabilities



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are exhausted and a requirement arises for outside assistance.

4. Hamilton County Emergency Management will be responsible for activating outdoor warning sirens
 - a. All of these sirens, except one owned by Hamilton County, are to be maintained by incorporated areas within the county limits.
5. ESF-2 will act as a liaison with external service providers to ensure that communication services are being returned to full functionality, during or immediately after an incident or disaster.

Concept of Operations

1. Reliable communications capabilities are necessary for day-to-day government operations, alerting and warning, managing response and recovery efforts, and coordinating with other organizations. Therefore, communications capabilities must be available for emergency management functions in the Hamilton County EOC and in the field.
2. HCPSC is the primary point of contact for communications industry support of the county infrastructure and its response to an emergency or disaster.
3. An emergency or disaster may necessitate the deployment of mobile communications resources, mobile command posts, or operations centers outside of the Hamilton County EOC.
4. HCPSC maintains multiple levels of redundant voice and data communications capabilities for notification and warning of key government officials and the public.
5. HCPSC will ensure that both E911, and all external services, are feeding information back to the EOC, assisting in the creation of an accurate situation report and maintenance of a COP.

Responsibilities

Primary Agency

1. Provide an ESF-2 representative in the EOC who will coordinate information and resources with both internal (E911), and External (e.g. AT&T, Verizon, Sprint, etc.), communications service providers.
2. Prior to the occurrence of a disaster, coordinate plans to assure that an adequate and effective communications network will be available during periods of disaster or emergency using telephones and radio capabilities.
3. Identify voluntary communication resources, such as Amateur Radio, etc., that can be utilized as necessary during times of emergency and disaster. These sources would be called upon to provide back-up communications for the county.
4. Develop SOPs relevant to actions to be taken during periods of emergency and disaster, through the cooperative effort of the various local, municipal, and county agencies.
5. Coordinate and conduct periodic drills to test all communication systems and equipment in the communications center and to evaluate the readiness of employees.



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6. Testing of elements of the County Public Safety communication network will be done in conjunction with all scheduled emergency exercises, including the full functional exercise conducted in conjunction with the annual state exercise.



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7. Public Safety Communication individuals will designate those volunteer agencies that will be called upon to participate during emergency situations.
8. Establishes a joint reception center for staging of incoming agencies to ensure check-in and proper assignments. This process will ensure accountability, address span-of-control, and ensure personnel are using appropriate local radio talkgroups or national interoperability radio frequency.
9. Develop SOPs that designate procedures for activating volunteer communication response and designate those volunteer agencies that will be called upon to participate during emergency operations.
10. Execute mutual aid agreements between city and auxiliary communications participants as needed.
11. When required, request communications assistance from County Supporting Agencies outlined in the Local Support Function Agency Table.
12. Communications to the public:
 - a. Hamilton County Emergency Management in coordination with Hamilton County Sheriff's Office will coordinate a system of communications to the public for emergency and safety messages. This system will minimally include:
 - i. Outdoor warning system for severe weather.
 - ii. Specific emergency and safety information provided to operators in the EOC, if activated.
 - iii. An outbound-only email list server upon which users may self-subscribe to receive emergency and safety messages.

Support Agencies

1. May be requested to provide an ESF-2 representative in the EOC
2. Will be required to provide information on communications damage reports, estimated repair times, and any resource assistance they need to restore Hamilton County's communications infrastructure network.
3. Public Information Officer
 - a. If necessary, a PIO shall be utilized to address the public about the events and activities surrounding the local level incident this will be coordinated with the Public Information Support Function.



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ESF-2 – Communications Checklist

Preparedness Checklist

Requirements of Each ESF Lead Agency

1. Must conduct quarterly ESF meetings.
2. Create and maintain an ESF plan outlining how the ESF will respond to disasters.
3. Maintain a staffing roster/contact list of those who will serve in the EOC and the supporting ESFs in the field.
4. Create and maintain a resource list for all members of the ESF.
5. EOC Requirements.
 - a. Know which position is assigned to ESF.
 - b. Ensure all ESF personnel knows the EOC ESF phone number.
 - c. Ensure those who will serve in the EOC have access to the facility.
 - d. Ensure critical applications needed by the ESF are installed on the ESF computer.
 - e. Ensure key personnel has access to WebEOC.
 - f. Maintain a binder in the EOC with ESF information.

Operational Preparedness

1. Maintain a roster of ESF contacts and share with lead ESF agency.
2. Maintain continuity of operations.
3. Support regularly scheduled special events.
4. Maintain ongoing communications with all ESF agencies and organizations.
5. Utilize GIS to assess areas of potential need. Highlight areas that might be vulnerable or have specific needs (such as non-English speaking communities).
6. Maintain and continue to train in Incident Command.

Planning Preparedness

1. Review and understand ESF requirements as listed in the CEMP.
2. Review, understand, and assist in maintaining the ESF plan.
3. Create, review, and revise agency Emergency Action Plans annually.
4. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
5. Review and update SOPs for both routine and emergency operations.
6. Seek grant funding for hazard-specific training and equipment.
7. Determine a plan for emergency communications for all ESF partners.
 - a. Ensure key ESF personnel knows the phone number to the EOC.
 - b. Establish access to HCPSC radio system; test at least on a quarterly basis.
8. Participate in the threat and hazard identification and risk assessment process.



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Logistical Preparedness

1. Update equipment and resource listings on a regular basis and distribute these lists appropriately.
2. Establish and maintain mutual aid agreements as needed.
3. Secure emergency equipment required by the ESF

Training and Exercise

1. Attend scheduled tabletop exercises and all other training events regularly.
2. Conduct and/or attend as available full-scale disaster exercises.
3. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
4. Train in radio procedures.
5. Train responders in duties and procedures relative to disciplines and incident command procedures.
6. Maintain and continue to train in Incident Command by obtaining necessary certifications for response personnel (ICS 100, 700, and 800).
7. Hold training exercises which involve communication on the secondary and emergency radio systems.

Response

0 – 12 Hours

1. ESF lead agency sends ESF representatives to the EOC.
2. Receive briefing from section chief or EOC manager.
3. Notify personnel, mutual-aid partners, and vendors once ESF personnel are in the EOC.
4. Communications
 - a. Log into WebEOC and document the ESF is staffed on the ESF Position Log board.
 - b. Verify other communication means.
 - i. Access to radios.
 - ii. Access to phones.
 - c. Maintain communications; implement a backup system if the primary system should fail.
 - d. Receive and complete mission assignments appropriately in WebEOC.
5. Follow the battle rhythm.
 - a. Participate in the county-wide conference call.
 - b. Review updated weather information as it becomes available from planning.
 - c. Participate in mid-shift brief.
 - d. Complete situation reports before the deadline (1700 and 0500).
 - i. Include what occurred over the past 12-hours.
 - ii. Key accomplishments.
 - iii. Critical shortfalls.
 - e. Submit after-action comments.
 - i. What needs to be improved to make the operation better?



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6. Monitor resource status.
7. All field ESFs must maintain ongoing information exchange within the EOC through WebEOC or other means directly with the ESF.
8. Report critical information on WebEOC.
9. Begin clear documentation stream of all related costs, actions, decisions, and communications.
10. Create a manning table.
 - a. Personnel must work 12-hour shifts.
 - b. The person sitting in the ESF seat must have the authority to delegate and commit resources on behalf of the agency.
11. Perform core mission emergency response functions.
12. Tasks specific to ESF-2.
 - a. Put the primary communications network on full activation.
 - b. Prepare secondary means of communications for activation if the primary system fails.
 - c. Monitor primary and secondary means of communication.
 - d. Report any technical issues or failure of the communications system.
 - e. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

12-24 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Monitor resource request board in WebEOC.
5. If necessary, identify the ESF staging area.
6. Establish refuel and maintenance schedules.
7. Contact logistics for needs related to multiple operational periods.
8. Provide meals and necessary rest periods to field ESF personnel.
9. Anticipate and plan for the arrival of, and coordination of state and federal agencies.
10. Tasks specific to ESF-2.
 - a. Maintain radio hardware and software systems.
 - b. Maintain communications vehicle and related resources.
 - c. Verify secondary and emergency radio communications are functioning correctly.
 - d. Evaluate the success and shortfalls of the primary, secondary, and emergency communications systems.
 - e. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

24-36 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.



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4. Consider staging and re-entry issues.
5. Coordinate Demobilization Plan as necessary.
6. Attend scheduled post-incident analysis meetings.
7. Tasks specific to ESF-2.
 - a. Evaluate the success and shortfalls of the primary, secondary, and emergency communications systems.

Recovery

1. Continue ongoing support of recovery operations.
2. Debrief team members, public agencies, volunteers, and building owners.
3. Analyze hazard/incident information.
4. Inventory and evaluate response resources and capabilities.
5. Forward all agency use records to the EOC for processing.
6. Compare documentation with other ESFs appropriately.
7. Debrief team members, public agencies, volunteers, etc.
8. Review and update internal and ESF plans as necessary.

Mitigation

1. Ensure contracts meet FEMA requirements for reimbursement eligibility.
2. Review and update internal and ESF plans as necessary.
3. Assist in updates of ordinances, policies, and administrative rules that impact ESF.
4. Develop training procedures to meet identified needs.
5. Implement measures to prevent recurrence, if appropriate.
6. Assist in updates of ordinances, policies, and administrative rules that impact ESF.



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ESF-3 – Public Works and Engineering

Primary Agency

Hamilton County Surveyor's Office

Support Agencies

Town of Arcadia Public Works

Department Town of Atlanta Utilities

City of Carmel Utilities

Town of Cicero

Utilities

City of Fishers Public Works Department

City of Noblesville Engineering

Department Town of Sheridan Public

Works

City of Westfield Public Works

Purpose

To coordinate and organize the public works and engineering activities and resources of the Hamilton County government for services, technical assistance, engineering expertise, construction management, and other support in response to an emergency or disaster.

Scope

1. Pre and post-inspection of critical infrastructure, county facilities, and other appropriate buildings for structural integrity and safety.
2. Temporary repair of essential facilities.
3. Debris management.

Policies

1. The Public Works Support Function is responsible for public works, protecting property, and restoring damaged infrastructure. Have primary responsibility for incident prevention, preparedness, response, and recovery. When activated to respond to an incident, public works should develop work priorities in accordance with priorities from incident command and/or the municipality with jurisdiction.
 - a. Equipment resource support will be available upon request, pending an initial assessment



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of incident impact(s), magnitude and type of event, and the stage of the response and recovery efforts.

2. Activating as needed, in anticipation of, or immediately following, a disaster or emergency.



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3. Establish emergency contracting, emergency repair of solid waste facilities, and clearance of debris to allow inspection and reconnaissance of the damaged areas, and passage of emergency vehicles, personnel, and equipment for lifesaving, life protecting and health and safety purposes during the immediate response phase following a disaster.
4. Assign appropriate staff to support the Public Works Support Function work functions in accordance with agency rules and regulations.

Concept of Operations

1. The Hamilton County Surveyor's Office supervises all civil engineering work, as well as the construction, reconstruction, and maintenance of drains within the county.
2. In preparation for an anticipated disaster, the Public Works Support Function shall provide for pre-storm preparation of public buildings and facilities. During and after a disaster, local departments of public works, in unison with Hamilton County Emergency Management, Hamilton County, Highway Department, Hamilton County Drainage Board, Hamilton County Surveyor's Office, and other selected organizations will assess and evaluate damages to various city and county infrastructures.
3. Local public works departments will assume the lead role in all restoration efforts of vital public services in their area of jurisdiction or in support of other jurisdictions. Those functions include adequate sewage disposal, routine pick up of solid waste, removal/clearance/staging and disposal of disaster generated debris, and opening and repair of streets and drainage channels.
4. Recovery efforts will be initiated through each individual agency. All agencies responsible for recovery efforts will be expected to update ESF-3 in the EOC periodically.

Responsibilities

Primary Agency

1. Activates coordinating agency.
2. Provides guidance on the impact of the disaster.
3. Plans and supports regular meetings with and between the coordinating and support agencies related to preparedness, response, and recovery activities.
4. Ensures coordinating and support agencies are informed and involved in all meetings related to the Public Works Support Function activities.
5. Provides damage assessment reporting to any the Public Works Support Function requesting agency.
6. Establishes a joint reception center for staging of incoming agencies to ensure check-in and proper assignments. This process will ensure accountability, address span-of-control, and ensure personnel are using appropriate local radio talkgroups or national interoperability radio frequency.

Support Agencies

1. Support Function Coordinator



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- a. Activates coordinating agencies.
 - b. Provides guidance on location and type of operation needed.
 - c. Plans and supports regular meetings with and between the coordinating agencies related to preparedness, response, and recovery activities.
 - d. Ensures coordinating agencies are informed and involved in all meetings related to Public Works Support Function activities.
 - e. Provides damage assessment reporting to any Public Works Support Function requesting agency.
2. Official Representative, Local Public Works Department
 - a. Provides leadership in coordinating and integrating overall efforts associated with public works.
 - b. The primary tasks of the representative will be debris clearance, temporary construction of emergency access routes and the protection, reestablishment, repair, and rehabilitation of public services, in particular, the wastewater collection and treatment system. The representative will utilize those resources available to affect those emergency actions.
 - c. Save lives, protect property; restore damaged infrastructure and vital public services. Provide adequate sewage disposal, routine pick up of solid waste, removal/clearance/staging and disposal of disaster-generated debris, opening, and repair of streets and drainage channels, and reestablishment of traffic control devices.
 - d. Upon activation of a Local Operations Center and/or County Emergency Operations Center, local public works departments may send a representative to act as liaison.
 - e. Maintain an inventory of procedures and point-of-contact for obtaining specialized equipment and labor, fuel and transportation, and other resources.
 - f. Public announcements on public works projects, road closure, bridge damage, or any other public works issues will be coordinated with the PIO working group and the Joint Information Center.



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ESF-3 – Public Works and Engineering Checklist

Preparedness Checklist

Requirements of Each ESF Lead Agency

1. Must conduct quarterly ESF meetings.
2. Create and maintain an ESF plan outlining how the ESF will respond to disasters.
3. Maintain a staffing roster/contact list of those who will serve in the EOC and the supporting ESFs in the field.
4. Create and maintain a resource list for all members of the ESF.
5. EOC Requirements.
 - a. Know which position is assigned to ESF.
 - b. Ensure all ESF personnel knows the EOC ESF phone number.
 - c. Ensure those who will serve in the EOC have access to the facility.
 - d. Ensure critical applications needed by the ESF are installed on the ESF computer.
 - e. Ensure key personnel has access to WebEOC.
 - f. Maintain a binder in the EOC with ESF information.

Operational Preparedness

1. Maintain a roster of ESF contacts and share with lead ESF agency.
2. Maintain continuity of operations.
3. Support regularly scheduled special events.
4. Maintain ongoing communications with all ESF agencies and organizations.
5. Utilize GIS to assess areas of potential need. Highlight areas that might be vulnerable or have specific needs (such as non-English speaking communities).
6. Maintain and continue to train in Incident Command.

Planning Preparedness

1. Review and understand ESF requirements as listed in the CEMP.
2. Review, understand, and assist in maintaining the ESF plan.
3. Create, review, and revise agency Emergency Action Plans annually.
4. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
5. Review and update SOPs for both routine and emergency operations.
6. Seek grant funding for hazard-specific training and equipment.
7. Determine a plan for emergency communications for all ESF partners.
 - a. Ensure key ESF personnel knows the phone number to the EOC.
 - b. Establish access to HCPSC radio system; test at least on a quarterly basis.
8. Participate in the threat and hazard identification and risk assessment process.



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Logistical Preparedness

1. Update equipment and resource listings on a regular basis and distribute these lists appropriately.
2. Establish and maintain mutual aid agreements as needed.
3. Secure emergency equipment required by the ESF.

Training and Exercise

1. Attend scheduled tabletop exercises and all other training events regularly.
2. Conduct and/or attend as available full-scale disaster exercises.
3. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
4. Train in radio procedures.
5. Train responders in duties and procedures relative to disciplines and incident command procedures.
6. Maintain and continue to train in Incident Command by obtaining necessary certifications for response personnel (ICS 100, 700, and 800).

Response

0 – 12 Hours

1. ESF lead agency sends an ESF representative to the EOC.
2. Receive briefing from section chief or EOC manager.
3. Notify personnel, mutual-aid partners, and vendors once ESF personnel are in the EOC.
4. Communications
 - a. Log into WebEOC and document the ESF is staffed on the ESF Position Log board.
 - b. Verify other communication means.
 - i. Access to radios.
 - ii. Access to phones.
 - c. Maintain communications; implement a backup system if the primary system should fail.
 - d. Receive and complete mission assignments appropriately in WebEOC.
5. Follow the battle rhythm.
 - a. Participate in the county-wide conference call.
 - b. Review updated weather information as it becomes available from planning.
 - c. Participate in mid-shift brief.
 - d. Complete situation reports before the deadline (1700 and 0500).
 - i. Include what occurred over the past 12-hours.
 - ii. Key accomplishments.
 - iii. Critical shortfalls.
 - e. Submit after-action comments.
 - i. What needs to be improved to make the operation better?
6. Monitor resource status.
7. All field ESFs must maintain ongoing information exchange within the EOC through WebEOC or other means directly with the ESF.



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8. Report critical information in WebEOC.
9. Begin clear documentation stream of all related costs, actions, decisions, and communications.
10. Create a manning table.
 - a. Personnel must work 12-hour shifts.
 - b. The person sitting in the ESF seat must have the authority to delegate and commit resources on behalf of the agency.
11. Perform core mission emergency response functions.
12. Tasks specific to ESF-3.
 - a. Coordinate with ESF-4 to establish a sufficient water supply for firefighting activities.
 - b. Assess damage to critical facilities and coordinate repairs.
 - c. Assess damage to traffic control devices and systems.
 - d. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

12-24 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Monitor resource request board in WebEOC.
5. If necessary, identify the ESF staging area.
6. Establish refuel and maintenance schedules.
7. Contact logistics for needs related to multiple operational periods.
8. Provide meals and necessary rest periods to field ESF personnel.
9. Anticipate and plan for the arrival of, and coordination of state and federal agencies.
10. Tasks specific to ESF-3.
 - a. Maintain contact with and request specific responses from local public works entities.
 - b. Coordinate repairs to critical facilities.
 - c. Coordinate repairs to traffic control devices and systems.
 - d. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

24-36 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Consider staging and re-entry issues.
5. Coordinate Demobilization Plan as necessary.
6. Attend scheduled post-incident analysis meetings.
7. Tasks specific to ESF-3.
 - a. Coordinate debris management with ESF 1.
 - b. Conduct restoration & repair activities (as needed/appropriate).



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Recovery

1. Continue ongoing support of recovery operations.
2. Debrief team members, public agencies, volunteers, and building owners.
3. Analyze hazard/incident information.
4. Inventory and evaluate response resources and capabilities.
5. Forward all agency use records to the EOC for processing.
6. Compare documentation with other ESFs appropriately.
7. Debrief team members, public agencies, volunteers, etc.
8. Review and update internal and ESF plans as necessary.
9. Provide long-term recovery assistance to municipalities and unincorporated areas.

Mitigation

1. Ensure contracts meet FEMA requirements for reimbursement eligibility.
2. Review and update internal and ESF plans as necessary.
3. Assist in updates of ordinances, policies, and administrative rules that impact ESF.
4. Develop training procedures to meet identified needs.
5. Implement measures to prevent recurrence, if appropriate.
6. Assist in updates of ordinances, policies, and administrative rules that impact ESF.



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ESF-4 – Firefighting

Primary Agency

Hamilton County Fire Chief's Roundtable

Support Agencies

All Township and Municipal Fire Agencies

Mutual Aid Fire Departments

Purpose

To coordinate fire and life safety services in cooperation with the fire departments within Hamilton County. To support detection and suppression of rural and urban fires resulting from or occurring coincidentally with an emergency or disaster.

Scope

1. For the purposes of ESF-4, "fire service" is considered fire suppression and control, basic emergency medical care, and immediate life safety services delivered by fire service agencies. Other fire service-related functions such as hazardous materials response and urban search and rescue are outlined within the appropriate ESF.
2. Fire service in Hamilton County is provided by various municipal fire departments.
3. Suppression of fires that threaten life, property, or the environment.
4. Aid in the coordination of resources in the event of a county-wide incident.

Policies

1. ESF-4 provides coordination of fire activities to ensure the safety of life and property during emergency situations. Hamilton County possesses a significantly large number of experienced and highly trained firefighters, representing ten fire departments throughout the county.
2. All of the departments operate under the National Incident Management System and have maintained mutual aid agreements for a number of years. All of these departments also utilize Hamilton County's 800 MHz trunking radio systems.

Concept of Operations

1. During emergencies or disasters, local fire agencies will mobilize apparatus and personnel necessary to manage the incident.
2. Emergency firefighting operations will be initiated via Hamilton County Public Safety Communications who will dispatch the appropriate local fire agencies to the full extent of their resource capabilities, including the use of resources available under the mutual aid agreements.



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3. Command of fire operations will be in accordance with the Incident Command System.



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Responsibilities

Primary Agency

1. Coordinating Agency Fire Chief
 - a. Responsible for coordinating all emergency fire and special operations response.
 - i. Each fire organization will maintain authority within its own jurisdiction.
 - ii. Emergency/disaster fire operations support will be from the County Emergency Operations Center by the Support Function Representative.
2. Support Function Representative
 - a. Emergency Support Function Representative(s) are identified through Fire Chiefs from Hamilton County.
 - b. The representative will:
 - i. Coordinate fire/rescue and special operations response to address the needs at the emergency scene(s) and assure protection to the rest of Hamilton County.
 - ii. Analyze fire and rescue service resource needs and request assistance.
 - iii. Provide information and coordination regarding the status of operations to other Support Function Representatives.
 - iv. Prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the incident record.
 - c. Establishes a joint reception center for staging of incoming agencies to ensure check-in and proper assignments. This process will ensure accountability, address span-of-control, and ensure personnel are using appropriate local radio talkgroups or national interoperability radio frequency.

Support Agencies

1. All township and municipal fire agencies
 - a. Provides mutual aid in operations as necessary and available.
 - b. Provides back-up and extended contingency representatives the County EOC.



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ESF-4 – Firefighting

Checklist Preparedness

Checklist Requirements of Each ESF

Lead Agency

1. Must conduct quarterly ESF meetings.
2. Create and maintain an ESF plan outlining how the ESF will respond to disasters.
3. Maintain a staffing roster/contact list of those who will serve in the EOC and the supporting ESFs in the field.
4. Create and maintain a resource list for all members of the ESF.
5. EOC Requirements.
 - a. Know which position is assigned to ESF.
 - b. Ensure all ESF personnel knows the EOC ESF phone number.
 - c. Ensure those who will serve in the EOC have access to the facility.
 - d. Ensure critical applications needed by the ESF are installed on the ESF computer.
 - e. Ensure key personnel has access to WebEOC.
 - f. Maintain a binder in the EOC with ESF information.

Operational Preparedness

1. Maintain a roster of ESF contacts and share with lead ESF agency.
2. Maintain continuity of operations.
3. Support regularly scheduled special events.
4. Maintain ongoing communications with all ESF agencies and organizations.
5. Utilize GIS to assess areas of potential need. Highlight areas that might be vulnerable or have specific needs (such as non-English speaking communities).
6. Maintain and continue to train in Incident Command.

Planning Preparedness

1. Review and understand ESF requirements as listed in the CEMP.
2. Review, understand, and assist in maintaining the ESF plan.
3. Create, review, and revise agency Emergency Action Plans annually.



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4. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
5. Review and update SOPs for both routine and emergency operations.
6. Seek grant funding for hazard-specific training and equipment.
7. Determine a plan for emergency communications for all ESF partners.
 - a. Ensure key ESF personnel knows the phone number to the EOC.
 - b. Establish access to HCPSC radio system; test at least on a quarterly basis.
8. Participate in the threat and hazard identification and risk assessment process.

Logistical Preparedness

1. Update equipment and resource listings on a regular basis and distribute these lists appropriately.
2. Establish and maintain mutual aid agreements as needed.
3. Secure emergency equipment required by the ESF.

Training and Exercise

1. Attend scheduled tabletop exercises and all other training events regularly.
2. Conduct and/or attend as available full-scale disaster exercises.
3. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
4. Train in radio procedures.
5. Train responders in duties and procedures relative to disciplines and incident command procedures.
6. Maintain and continue to train in Incident Command by obtaining necessary certifications for response personnel (ICS 100, 300, 400, 700, and 800).

Response

0 – 12 Hours

1. ESF lead agency sends an ESF representative to the EOC.
2. Receive briefing from section chief or EOC manager.
3. Notify personnel, mutual-aid partners, and vendors once ESF personnel are in the EOC.
4. Communications
 - a. Log into WebEOC and document the ESF is staffed on the ESF Position Log board.
 - b. Verify other communication means.



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- i. Access to radios.
 - ii. Access to phones.
 - c. Maintain communications; implement a backup system if the primary system should fail.
 - d. Receive and complete mission assignments appropriately in WebEOC.
- 5. Follow the battle rhythm.
 - a. Participate in the county-wide conference call.
 - b. Review updated weather information as it becomes available from planning.
 - c. Participate in mid-shift brief.
 - d. Complete situation reports before the deadline (1700 and 0500).
 - i. Include what occurred over the past 12-hours.
 - ii. Key accomplishments.
 - iii. Critical shortfalls.
 - e. Submit after-action comments.
 - i. What needs to be improved to make the operation better?
- 6. Monitor resource status.
- 7. All field ESFs must maintain ongoing information exchange within the EOC through WebEOC or other means directly with the ESF.
- 8. Report critical information on WebEOC.
- 9. Begin clear documentation stream of all related costs, actions, decisions, and communications.
- 10. Create a manning table.
 - a. Personnel must work 12-hour shifts.
 - b. The person sitting in the ESF seat must have the authority to delegate and commit resources on behalf of the agency.
- 11. Perform core mission emergency response functions.
- 12. Tasks specific to ESF-4.
 - a. Determine strategic goals.
 - b. Support fire investigations, as needed.
 - c. Contact mutual aid agencies to assist with ordinary service calls in Hamilton County.
 - d. Implement planned actions.



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- e. Review progress throughout the event.
- f. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

12-24 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Monitor resource request board in WebEOC.
5. If necessary, identify the ESF staging area.
6. Establish refuel and maintenance schedules.
7. Contact logistics for needs related to multiple operational periods.
8. Provide meals and necessary rest periods to field ESF personnel.
9. Anticipate and plan for the arrival of, and coordination of state and federal agencies.
10. Tasks specific to ESF-4.
 - a. Continue firefighting operations and investigations.
 - b. Implement community protective action, if appropriate.
 - c. Gather information from the scene.
 - d. Assess and evaluate actions and strategic options for effectiveness.
 - e. Plan relief efforts for long durations.
 - f. Estimate incident course and potential harm.
 - g. Review progress throughout the event.
 - h. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

24-36 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Consider staging and re-entry issues.
5. Coordinate Demobilization Plan as necessary.
6. Attend scheduled post-incident analysis meetings.



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7. Tasks specific to ESF-4.
 - a. Review progress throughout the event.
 - b. Report and document all losses of manpower, life, and equipment.

Recovery

1. Continue ongoing support of recovery operations.
2. Debrief team members, public agencies, volunteers, and building owners.
3. Analyze hazard/incident information.
4. Inventory and evaluate response resources and capabilities.
5. Forward all agency use records to the EOC for processing.
6. Compare documentation with other ESFs appropriately.
7. Debrief team members, public agencies, volunteers, etc.
8. Review and update internal and ESF plans as necessary.

Mitigation

1. Ensure contracts meet FEMA requirements for reimbursement eligibility.
2. Review and update internal and ESF plans as necessary.
3. Assist in updates of ordinances, policies, and administrative rules that impact ESF.
4. Develop training procedures to meet identified needs.
5. Implement measures to prevent recurrence, if appropriate.
6. Assist in updates of ordinances, policies, and administrative rules that impact ESF.



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ESF-5 – Emergency Management

Hamilton County Emergency Management operates as the primary agency for ESF-5. The responsibilities and operational requirements for ESF-5 are detailed in the Hamilton County Emergency Management Emergency Operations Plan (EOP).



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ESF-6 – Mass Care, Housing, and Human Services

Primary Agency

American Red Cross

Support Agencies

Township Trustees

Hamilton County Community Organizations Active in Disasters (COAD)

Hamilton County Volunteer Organizations Active in Disasters (VOAD)

Good Samaritan Network

International Disaster Services Inc.

Salvation Army

Aspire

Hamilton County Health Department

Hamilton County Emergency Management

Purpose

1. To provide guidance and coordination to organizations addressing the non-medical mass care, housing, and human services needs of individuals and families impacted by emergencies or disasters.

Scope

1. Promote the delivery of resources and the implementation of programs to assist individuals, households, and families impacted or potentially impacted by emergencies or disasters in three primary functions: mass care, housing, and human services.
2. The mass care function involves coordination of services to include sheltering of displaced persons, coordination of supply distribution, provisioning of meals, and the gathering and dissemination of information to and from affected individuals.
3. The housing function assists victims with short-term and long-term housing needs.
4. The human services function supports and coordinates behavioral health services following an emergency or disaster.

Policies

1. The type and focus of the Mass Care Support Function support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts.
2. Activation as needed, in anticipation of, or immediately following, a disaster or emergency or an incident of mass criminal violence.
3. Supporting mass care activities and services without regard to economic status or racial, religious, political, ethnic, or other affiliation.



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4. Assigning staff to the Mass Care Support Function to work in accordance with their parent agency's rules and regulations.
5. Working toward reducing duplication of effort and benefits.
6. First aid will be supplemental to emergency health and medical services established to meet the needs of victims.
7. Coordinate with SUV and donations in order for the involved responding agencies to focus on the response task at hand.

Concept of Operations

1. General

- a. Requests for assistance are channeled through the Emergency Operations Center, if activated, to the coordinating agency responsible for the Mass Care Support Function.
- b. The American Red Cross and other coordinating agencies will be coordinating their efforts with a liaison in the Emergency Operations Center, if activated.
- c. Recovery efforts will be initiated through coordinating agencies and Hamilton County Emergency Management.
 - i. This will include the COAD and VOAD
- d. All agencies responsible for recovery efforts and will vary depending on the size and extent of the event.

2. Volunteers

- a. Hamilton County COAD will set up a Volunteer Reception Center (VRC) for SUVs
- b. Prior to and following a disaster, affiliated volunteers will be directed to call their affiliated agency.
 - i. SUVs will be directed to the VRC to register and be placed in a volunteer job that corresponds with their skills and knowledge.
- c. The Mass Care Support Function agencies will develop procedures for the reception, orientation, and assignment of spontaneous volunteers.
- d. During major disasters, the COAD will organize volunteers who will be matched with identified needs or encouraged to affiliate with an existing voluntary agency.
 - i. These volunteers will also be encouraged to affiliate with an existing voluntary agency in order to become more effective for future disaster response operations.

3. Donations

- a. Each of the Mass Care Support Function agencies will be responsible for the management of donations within their organization.
 - i. During major disasters, the large volume of donations may require the use of a donations management database and the establishment of a donations management site to best support the response and recovery efforts.



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- b. Any agency accepting donations will be responsible for screening donated in-kind goods and services at their respective Disaster Operations Center.
 - c. Needed donations will be directed to the appropriate volunteer agency for disposition.
 - i. That agency then becomes the recipient rather than accepting it for the government.
 - ii. The record keeping and final disposition belong to that agency.
 - d. All efforts will be made to honor donor intent if donations are made for a specific use and/or agency.
 - i. Full disclosure will be made to the donor as to the disposition of the gift.
 - e. Agencies in receipt of improper donated items will make practical disposition of these items to other non-profit agencies in the community when it is impractical to return these items to the donor.
 - f. Throughout the disaster response operation, COAD personnel will coordinate with the PIO working group to disseminate information to the public, via the media and any other means available, regarding general information and current pledges needed for the response effort.
4. Notification Procedure Responsibilities
- a. Hamilton County Emergency Management will be responsible for contacting the coordinating agencies upon activation.
 - b. Response activities must be coordinated with a liaison within the Emergency Operation Center.
 - c. The American Red Cross, a coordinating agency, will be responsible for relaying the activation status to other coordinating agencies, allowing organizations to prepare for deployment.

Responsibilities

Primary Agency

- 1. Support Function Representative
 - a. Activates coordinating agencies.
 - b. Provides guidance on location and type of operation needed.
 - c. Plans and supports regular meetings with and between the coordinating agencies related to preparedness, response, and recovery activities.
 - d. Ensures coordinating agencies are informed and involved in all meetings related to Mass Care Support Function activities.
 - e. Provides damage assessment reporting to any Mass Care Support Function requesting agency.
 - f. Establishes a joint reception center for staging of incoming agencies to ensure check-in and proper assignments. This process will ensure accountability, address span-of-control, and ensure personnel are using appropriate local radio talkgroups or national



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interoperability radio frequency.



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2. Coordinating Agencies

a. American Red Cross

- i. Provides leadership in coordinating and integrating overall efforts associated with mass care, housing, and human services.
- ii. Identifies facilities suitable for emergency shelters, respite centers, reception areas, bulk distribution, and mass feeding operations.
- iii. Coordinates with the Energy Support Function agencies for energy and power needs at sites.
- iv. Coordinates with the Public Safety and Security Support Function agencies for security at American Red Cross sites.
- v. Conduct mobile feeding operations to assist emergency workers and victims at the site of the incident.
- vi. Provide emergency assistance to victims.
- vii. Provide bulk relief supplies for emergency workers and victims.
- viii. Maintain an inventory of sources of food and feeding supplies.
- ix. Maintain an inventory of shelters, shelter supplies, equipment, and forms.
- x. Establish and operate emergency shelters.
- xi. Establish and operate American Red Cross Welcome Centers near the impacted area to provide a one-stop shop for information about available resources and services provided by the American Red Cross.
- xii. Provide American Red Cross Health Services and Mental Health Services, along with other supporting agencies, to assist with minor injuries and other medical concerns, and to provide counseling for traumatized victims and emergency workers.
- xiii. Identify respective communication for information purposes in the disaster field to supporting disaster workers.
- xiv. Provide Welfare Information and Family Reunification to individual and families within the disaster area and to family members outside of the disaster area.
- xv. Develop action steps for coordinating efforts related to the reception, orientation, and assignment of spontaneous volunteers.

Support Agencies

1. All the Mass Care Support Function supporting agencies must ensure that the Coordinating agency or Emergency Operations Center Liaison is aware of the functions and activities of all respective participating entities.
 - a. COAD
 - i. Provide coordination among local supporting agencies
 - ii. Assists in communicating with the government and the public the services provided by its national member organization.
 - iii. COAD informs members of the severity of the impact of the incident, needs identified and actions of "helpers" throughout the response, relief, and



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recovery process.

- iv. Provides guidance in client information-sharing, spiritual, and emotional care, and long- term recovery as needed.
- v. Provide leadership in coordinating and integrating overall efforts associated with volunteer and donations management.
- vi. Inform members of the severity of the impact of the incident, needs identified and actions of “helpers” throughout the response, relief, and recovery process.
- vii. Within 48 hours of the disaster, conduct a COAD meeting with all member agencies to evaluate agency involvement.
- b. Good Samaritan Network
 - i. Provide clothing for victims.
 - ii. Immediately necessary if mass decontamination is needed.
- c. Township Trustees
 - i. Offer assistance to displaced residents.
- d. Salvation Army
 - i. Provide resource support to the primary agency
- e. Aspire
 - i. Assist with mental health needs at shelters
- f. Hamilton County Health Department
 - i. Ensure food services meet local health requirements
- g. Hamilton County Emergency Management
 - i. Provide coordination assistance and ensure local, state, and federal, One Stop Shops are opened as needed.
- h. RACES
 - i. Provide communication in the disaster field to supporting disaster workers.
- i. CERT
 - i. Provide personnel support for shelter operations



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ESF-6 – Mass Care, Housing, and Human Services Checklist

Preparedness Checklist

Requirements of Each ESF Lead Agency

1. Must conduct quarterly ESF meetings.
2. Create and maintain an ESF plan outlining how the ESF will respond to disasters.
3. Maintain a staffing roster/contact list of those who will serve in the EOC and the supporting ESFs in the field.
4. Create and maintain a resource list for all members of the ESF.
5. EOC Requirements.
 - a. Know which position is assigned to ESF.
 - b. Ensure all ESF personnel knows the EOC ESF phone number.
 - c. Ensure those who will serve in the EOC have access to the facility.
 - d. Ensure critical applications needed by the ESF are installed on the ESF computer.
 - e. Ensure key personnel has access to WebEOC.
 - f. Maintain a binder in the EOC with ESF information.

Operational Preparedness

1. Maintain a roster of ESF contacts and share with lead ESF agency.
2. Maintain continuity of operations.
3. Support regularly scheduled special events.
4. Maintain ongoing communications with all ESF agencies and organizations.
5. Utilize GIS to assess areas of potential need. Highlight areas that might be vulnerable or have specific needs (such as non-English speaking communities).
6. Maintain and continue to train in Incident Command.

Planning Preparedness

1. Review and understand ESF requirements as listed in the CEMP.
2. Review, understand, and assist in maintaining the ESF plan.
3. Create, review, and revise agency Emergency Action Plans annually.
4. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
5. Review and update SOPs for both routine and emergency operations.
6. Seek grant funding for hazard-specific training and equipment.
7. Determine a plan for emergency communications for all ESF partners.
 - a. Ensure key ESF personnel knows the phone number to the EOC.
 - b. Establish access to HCPSC radio system; test at least on a quarterly basis.
8. Participate in the threat and hazard identification and risk assessment process.



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Logistical Preparedness

1. Update equipment and resource listings on a regular basis and distribute these lists appropriately.
2. Establish and maintain mutual aid agreements as needed.
3. Secure emergency equipment required by the ESF.
4. Create and maintain plans regarding donations and volunteer management.

Training and Exercise

1. Attend scheduled tabletop exercises and all other training events regularly.
2. Conduct and/or attend as available full-scale disaster exercises.
3. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
4. Train in radio procedures.
5. Train responders in duties and procedures relative to disciplines and incident command procedures.
6. Maintain and continue to train in Incident Command by obtaining necessary certifications for response personnel (ICS 100, 700, and 800).

Response

0 – 12 Hours

1. ESF lead agency sends an ESF representative to the EOC.
2. Receive briefing from section chief or EOC manager.
3. Notify personnel, mutual-aid partners, and vendors once ESF personnel are in the EOC.
4. Communications
 - a. Log into WebEOC and document the ESF is staffed on the ESF Position Log board.
 - b. Verify other communication means.
 - i. Access to radios.
 - ii. Access to phones.
 - c. Maintain communications; implement a backup system if the primary system should fail.
 - d. Receive and complete mission assignments appropriately in WebEOC.
5. Follow the battle rhythm.
 - a. Participate in a county-wide conference call.
 - b. Review updated weather information as it becomes available from planning.
 - c. Participate in mid-shift brief.
 - d. Complete situation reports before the deadline (1700 and 0500).
 - i. Include what occurred over the past 12-hours.
 - ii. Key accomplishments.
 - iii. Critical shortfalls.
 - e. Submit after-action comments.
 - f. What needs to be improved to make the operation better?
6. Monitor resource status.
7. All field ESFs must maintain ongoing information exchange within the EOC through WebEOC or other means directly with the ESF.



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8. Report critical information on WebEOC.
9. Begin clear documentation stream of all related costs, actions, decisions, and communications.
10. Create a manning table.
 - a. Personnel must work 12-hour shifts.
 - b. The person sitting in the ESF seat must have the authority to delegate and commit resources on behalf of the agency.
11. Perform core mission emergency response functions.
12. Tasks specific to ESF-6.
 - a. Coordinate the activation and monitoring of shelters.
 - b. Assess and predict client needs after an incident occurs.
 - c. Monitor shelter security levels and adjust as necessary.
 - d. Coordinate feeding operations.
 - e. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

12-24 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Monitor resource request board in WebEOC.
5. If necessary, identify the ESF staging area.
6. Establish refuel and maintenance schedules.
7. Contact logistics for needs related to multiple operational periods.
8. Provide meals and necessary rest periods to field ESF personnel.
9. Anticipate and plan for the arrival of, and coordination of state and federal agencies.
10. Tasks specific to ESF-6.
 - a. Coordinate bulk supply distribution.
 - b. Begin gathering and disseminating information to and from affected individuals.
 - c. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

24-36 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Consider staging and re-entry issues.
5. Coordinate Demobilization Plan as necessary.
6. Attend scheduled post-incident analysis meetings.
7. Tasks specific to ESF-6.
 - a. Begin assessing short-term housing needs.
 - b. Begin coordination of behavioral health services for impacted individuals and emergency responders.



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Recovery

1. Continue ongoing support of recovery operations, including the establishment and staffing of One Stop Shops.
2. Debrief team members, public agencies, volunteers, and building owners.
3. Analyze hazard/incident information.
4. Inventory and evaluate response resources and capabilities.
5. Forward all agency use records to the EOC for processing.
6. Compare documentation with other ESFs appropriately.
7. Debrief team members, public agencies, volunteers, etc.
8. Review and update internal and ESF plans as necessary.

Mitigation

1. Ensure contracts meet FEMA requirements for reimbursement eligibility.
2. Review and update internal and ESF plans as necessary.
3. Assist in updates of ordinances, policies, and administrative rules that impact ESF.
4. Develop training procedures to meet identified needs.
5. Implement measures to prevent recurrence, if appropriate.
6. Assist in updates of ordinances, policies, and administrative rules that impact ESF.



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ESF-7 – Resource Support

Hamilton County Emergency Management has incorporated ESF-7 into the logistics section of EOC operations. Therefore, the EOP and Logistics plan provide the required guidance for ESF-7 functions, responsibilities, and operations.



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ESF-8 – Public Health and Medical Services

Primary Agency

Hamilton County Health Department

Support Agencies

District Five Healthcare Coalition

Hamilton County Coroner's Office

Hamilton County Chaplain's and Mental Health Organizations

Hamilton County Emergency Management

Hospitals:

Franciscan Alliance, St. Francis, Carmel IU

Health North

IU Health Saxony

Riverview Health

St. Vincent Hospital, Carmel St.

Vincent Hospital, Fishers

St. Vincent Heart Center

District Five Hospitals

Adjoining County Health Departments and Hospitals

Emergency Medical Services (EMS):

Atlanta Fire Department

Carmel Fire Department

Cicero Fire Department

Fishers Fire & Emergency Services

Jackson Township Fire Department

Noblesville Fire Department Sheridan

Fire Department



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Westfield Fire Department

Private Ambulance Services

Purpose

1. To organize, mobilize, coordinate, and direct public health, medical resources, and support in an emergency or disaster within Hamilton County.
2. To provide for the coordination of pre-hospital, hospital, the medical community, and facilities management.
3. To provide care for the sick, injured, and dead following an emergency or disaster.
4. To facilitate the coordinated use of medical resources such as personnel, facilities, equipment, and supplies.
5. To provide for the coordination of crisis response and mental health services to those affected by an emergency or disaster.
6. To provide critical incident stress management services for emergency service workers.
7. To provide the systems and methods required for surveillance, mitigations, and interventions to reduce the impact from events potentially or actually affecting public health in Hamilton County, including food safety, environmental health, and communicable diseases.

Scope

1. ESF-8 identifies emergency medical services (EMS), public health, medical, and related services provided to citizens of Hamilton County along with guidelines for the coordination of these resources.

Policies

1. Hamilton County Health Department focusses on the prevention of communicable diseases and health promotion for residents of all ages in Hamilton County, as well as protecting the environment in which they live.
2. During times of emergency and disaster, the county health department must be capable of maintaining representation with the EOC, which may be accomplished through inter-agency coordination.
3. Hamilton County Health Department will provide support to public health-related issues that have arisen as a primary or cascading impact of an incident.

Concept of Operations

1. Upon identification that an incident has occurred or is imminent, the Administrator of the Hamilton County Health Department will direct the Emergency Preparedness Coordinator to execute activities on behalf of the Health and Medical community of Hamilton County.
2. The Administrator may additionally provide liaison to the Hamilton County Emergency Operations Center (EOC) or coordinate representation from participating EMS or hospital staff.



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3. Once established, Health and Medical will assume coordinating responsibility for the safety of food and water quality standards, the prevention and control of epidemics, the delivery of resources available in the health and medical community (see Health and Medical Resource Guide), and the identification of victims and emergency mortuary services.
4. Coordinating hospital agencies may establish internal operations centers in order to participate in incident coordination activities.
5. Once established, procedures outlined in the Health and Medical Emergency Operations Plan will be carried out in order to facilitate sharing of information, creation, and maintenance of a common operating picture as well as participate in multi-agency coordination of health and medical resources.
 - a. Frequently, hospitals active internal operations centers during on-site incidents without the need for county-level coordination.
6. Coordinating EMS agencies will participate in accordance with routine operations as dispatched but may support incidents by staff the Health and Medical in the EOC to better coordinate with Fire Services and hospitals.
7. During a public health or medical related incident, requests for State and Federal resources will be made through the EOC to the SEOC.
8. The Administrator, and/or Health Officer will consult with Indiana State Department of Health during the decision-making process in the event of a biological/infectious disease outbreak event to determine whether prophylaxis is required for citizens or whether significant community containment measures should be implemented.

Responsibilities

Primary Agency

Hamilton County Health Department (HCHD):

1. The Administrator of HCHD is charged with the coordination of all health services following an event or incident.
2. The Administrator will ensure that HCHD is ready at all times to perform the functions required by both the State and local Health and Medical.
3. The Administrator will seek and receive advisement from the established policy group often consisting of the County Commissioners, the Health Officer, the Health Board, and municipal entities when appropriate.
4. During public health emergencies, the Administrator will serve as a commander in the Unified Command group.
5. Under Health and Medical, the Administrator's health department shall:
 - a. Share information to support a common operating picture
 - b. Maintain current contact lists for Health and Medical chairs and committee members
 - c. Provide inspection and appropriate testing of drinking water and food supplies to ensure the safety of both for the general public and designated emergency facilities.



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- d. Provide the community with mass distribution of drugs and/or vaccines in response to the threat or occurrence of infectious disease.
- e. Enforce non-medical interventions across jurisdiction in accordance with Health Officer direction such as isolation, quarantine, etc.
- f. Coordinate testing of specimens for chemical, biological, or radiological contaminants.
- g. Assure the appropriate documentation of services provided during mass prophylaxis/immunization.
- h. Provide a HCHD Public Information Officer to coordinate with PIO Working Group to assure timely and accurate information regarding health in the community.
- i. Provide Emergency Preparedness Coordinator to serve as co-chair of the Health and Medical Steering and Planning Committees. Coordinator shall:
 - i. Conduct Planning Committee meeting once every two to three months and a Steering Committee meeting at least once every two months
 - ii. Develop, test and disseminate planning documents and provide HCEM with a copy of all finalized planning documents
 - iii. Maintain Health and Medical communications plan
 - iv. Maintain 24/7 contact ability and access to WebEOC or other virtual tools
 - v. Serve as Health and Medical Function Representative at the Emergency Operations Center
 - vi. Maintain a database of private provider networks and physicians.
 - vii. Provide oversight and fiscal agency to the Hamilton County Medical Reserve Corps
 - viii. Assist the Coroner with death certificate issuance during a mass fatality incident
 - ix. Establishes a joint reception center for staging of incoming agencies to ensure check-in and proper assignments. This process will ensure accountability, address span-of-control, and ensure personnel are using appropriate local radio talkgroups or national interoperability radio frequency.

Support Agencies

- 1. Coordinating Hospitals within Hamilton County:
 - i. This group is comprised of representatives from each Hamilton County hospital and selected health care providers, who shall assure emergency and routine medical services are available to all during an event or incident.
 - ii. Under Health and Medical, these agencies may:
 - 1. Share information to support a common operating picture
 - 2. Identify Steering Committee representative and appropriate back up; attend steering and planning meetings as required
 - 3. Provide copies of planning documents (including EOPS and Resource Guides) to HCHD Emergency Preparedness Coordinator
 - 4. Provide individual hospital updates to the community at scheduled meetings
 - 5. Establishes and encourages the adoption of a uniform emergency hospital incident command system by all staff to better enable personnel to assist in any facility.



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- iii. Provide continuing medical care for those who were ill prior to the disaster as well as those who become ill or injured during the accident
- iv. Coordinate testing of specimens for chemical, biological, or radiological contaminants.
 - 1. Coordinate the availability of biological, chemical and radiological decontamination if indicated
 - 2. Ensure disposal of medical waste at hospitals.
 - 3. Provide emergency medical supplies, power, water, sewage disposal, and other essential services to establish alternate-care facilities if these services are interrupted or curtailed
- v. Provide services for displaced or transported hospital and nursing home patients as needed
- vi. Assure adequate supplies for medical facilities to meet the medical needs of disaster victims
- vii. Ensure adequate supplies of food and water for victims and staff in medical facilities.
 - 1. Train additional personnel to assure proper response to casualties
- viii. Coordinate the evacuation of health care facilities
- ix. Provide prophylaxis to staff and their immediate families in accordance with the individual protocol in the event or threat of an infectious disease outbreak
- x. Identify actions to be taken to create more bed and patient care capacity during an emergency or infectious disease outbreak
- xi. When requested, provide a member to serve as Health and Medical Representative to the County EOC.
 - 1. Report disease and symptom information over HIPAA appropriate system in support of epidemiological investigation and surveillance
- xii. Provide subject matter expertise to the incident command as requested through liaison in the form of technical specialists
- xiii. Coordinate next of kin notification with Hamilton County Coroner
- 2. Coordinating EMS Agencies within Hamilton County:
 - a. This group will ensure the availability of emergency medical services and transportation to medical facilities or emergency shelters.
 - b. Under Health and Medical the municipal EMS agencies may:
 - i. Share information to support a common operating picture
 - c. Provide first aid, triage, and the initiation of life-saving measures at the site of the disaster
 - d. Plan and implement first aid station sites
 - i. Assist in the storage, distribution, and redistribution of medical supplies and drugs to first aid sites, emergency shelters, and established hospital facilities as required
 - ii. Ensure that appropriately trained medical personnel exist to respond to emergency and disaster situations



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- iii. Provide prophylaxis to municipal essential staff and their family members in the event or threat of an infectious disease
- iv. Provide a member to serve as Health and Medical Representative to the County EOC
- v. Report disease and symptom information in accordance with HIPAA regulations in support of epidemiological investigation and surveillance
- vi. Provide assistance at designated community points of dispensing
- e. Hamilton County Coroner:
 - i. The Hamilton County Coroner oversees the appropriate care, handling and disposition of disaster caused fatalities.
 - ii. The Coroner's Office serves all those who died in Hamilton County, their families, and other associated agencies in the investigation of unusual and unexplained deaths, resulting in timely and accurate completion of the Coroner's verdict and death certificates.
 - iii. Under Health and Medical the Coroner's office shall:
 - 1. Share information to support a common operating picture
 - iv. Coordinate additional morgue sites for body identification, record maintenance, and storage of personal belongings as needed
 - v. Provide emergency transportation, preparation, and burial of victims.
 - vi. Notify next of kin as required
 - vii. Oversee the development and implementation of a county-wide fatality management plan
 - viii. Coordinate next of kin notification with hospitals
- f. Hamilton County Chaplains and Mental Health Organizations:
 - i. As supporting organizations, the mental health community may be requested by Health and Medical agencies to:
 - 1. Share information to support a common operating picture
 - ii. Provide crisis mental health support to clients and staff
 - iii. Assist with staffing, community mental health centers, family assistance centers
- g. Hamilton County Emergency Management:
 - i. As the county level multi-agency coordination center, HCEM shall:
 - ii. Share information to support a common operating picture.
 - iii. When requested, provide representation to Health and Medical Steering and Planning Community meetings to assist with the development of all-hazards oriented health and medical goals and objectives
 - iv. Review Health and Medical related planning document and provide feedback for completeness, realism, and accuracy; include Health and Medical planning documents as appendices, attachments or job aids to the Comprehensive Emergency Management Plan
 - v. When requested, respond to resource requests from Health and Medical



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- Representatives or appropriate entities from Hospital Operations Centers or the Health Department Operations Center during public health emergencies
- vi. Request Health and Medical Representative during local events or emergencies when appropriate
- vii. Assist with staffing points of dispensing by coordinating the Commissioner's use of county employees during events or incidents
- h. Hamilton County Sheriff's Department (HCSD) and Municipal Law Enforcement:
 - i. As a supporting organization, HCSD may be requested by Health and Medical agencies to:
 - 1. Share information to support a common operating picture
 - ii. Conduct security sweep of point of dispensing prior to opening
 - iii. Provide security assistance at the point of dispensing sites to maintain order
 - iv. Provide security assistance at hospital facilities when requested
 - v. Provide security for Strategic National Stockpile material at the point of dispensing sites
 - vi. Provide escort of Strategic National Stockpile material from one location to another
 - vii. Provide a secure location for Strategic National Stockpile material
- i. Hamilton County Volunteer and Community Organizations:
 - i. As supporting organizations volunteer, and community organizations may be requested by Health and Medical agencies to:
 - 1. Share information to support a common operating picture; identify underserved populations
 - ii. Staff critical facilities such as points of distribution/dispensing, community shelters and family assistance centers
 - iii. Provide crisis mental health support
 - iv. Assist with recovery missions
- j. District Five (D5) Hospitals Duty Officer:
 - i. As a supporting organization, D5 Hospitals may be requested by Health and Medical agencies to:
 - 1. Share information to support a common operating picture
 - ii. Coordinate resource requests from Hamilton County-based hospitals with unaffected hospitals across the district
 - iii. Provide resources from District inventory to support local operations
 - iv. Assist in the coordination between sentinel laboratories and the ISDH laboratory as part of the Laboratory Response Network (LRN)
- k. District Five Mental Health Response Team
 - i. Support Hamilton County Chaplains and Mental Health Organization in providing mental health resources to Hamilton County Residents.



Hamilton County Emergency Management

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ESF-8 – Public Health and Medical Services Checklist

Preparedness Checklist

Requirements of Each ESF Lead Agency

1. Must conduct quarterly ESF meetings.
2. Create and maintain an ESF plan outlining how the ESF will respond to disasters.
3. Maintain a staffing roster/contact list of those who will serve in the EOC and the supporting ESFs in the field.
4. Create and maintain a resource list for all members of the ESF.
5. EOC Requirements.
 - a. Know which position is assigned to ESF.
 - b. Ensure all ESF personnel knows the EOC ESF phone number.
 - c. Ensure those who will serve in the EOC have access to the facility.
 - d. Ensure critical applications needed by the ESF are installed on the ESF computer.
 - e. Ensure key personnel has access to WebEOC.
 - f. Maintain a binder in the EOC with ESF information.

Operational Preparedness

1. Maintain a roster of ESF contacts and share with lead ESF agency.
2. Maintain continuity of operations.
3. Support regularly scheduled special events.
4. Maintain ongoing communications with all ESF agencies and organizations.
5. Utilize GIS to assess areas of potential need. Highlight areas that might be vulnerable or have specific needs (such as non-English speaking communities).
6. Maintain and continue to train in Incident Command.

Planning Preparedness

1. Review and understand ESF requirements as listed in the CEMP.
2. Review, understand, and assist in maintaining the ESF plan.
3. Create, review, and revise agency Emergency Action Plans annually.
4. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
5. Review and update SOPs for both routine and emergency operations.
6. Seek grant funding for hazard-specific training and equipment.
7. Determine a plan for emergency communications for all ESF partners.
 - a. Ensure key ESF personnel knows the phone number to the EOC.
 - b. Establish access to HCPSC radio system; test at least on a quarterly basis.
8. Participate in the threat and hazard identification and risk assessment process.
9. Develop plans to accommodate individuals with functional needs.



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Logistical Preparedness

1. Update equipment and resource listings on a regular basis and distribute these lists appropriately.
2. Establish and maintain mutual aid agreements as needed.
3. Secure emergency equipment required by the ESF.
4. Inventory and document critical medical equipment and supplies maintained by hospitals and alternative medical care entities.

Training and Exercise

1. Attend scheduled tabletop exercises and all other training events regularly.
2. Conduct and/or attend as available full-scale disaster exercises.
3. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
4. Train in radio procedures.
5. Train responders in duties and procedures relative to disciplines and incident command procedures.
6. Maintain and continue to train in Incident Command by obtaining necessary certifications for response personnel (ICS 100, 700, and 800).

Response

0 – 12 Hours

1. ESF lead agency sends an ESF representative to the EOC.
2. Receive briefing from section chief or EOC manager.
3. Notify personnel, mutual-aid partners, and vendors once ESF personnel are in the EOC.
4. Communications
 - a. Log into WebEOC and document the ESF is staffed on the ESF Position Log board.
 - b. Verify other communication means.
 - i. Access to radios.
 - ii. Access to phones.
 - c. Maintain communications; implement a backup system if the primary system should fail.
 - d. Receive and complete mission assignments appropriately in WebEOC.
5. Follow the battle rhythm.
 - a. Participate in the county-wide conference call.
 - b. Review updated weather information as it becomes available from planning.
 - c. Participate in mid-shift brief.
 - d. Complete situation reports before the deadline (1700 and 0500).
 - i. Include what occurred over the past 12-hours.
 - ii. Key accomplishments.
 - iii. Critical shortfalls.
 - e. Submit after-action comments.
 - i. What needs to be improved to make the operation better?
6. Monitor resource status.



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7. All field ESFs must maintain ongoing information exchange within the EOC through WebEOC or other means directly with the ESF.
8. Report critical information on WebEOC.
9. Begin clear documentation stream of all related costs, actions, decisions, and communications.
10. Create a manning table.
 - a. Personnel must work 12-hour shifts.
 - b. The person sitting in the ESF seat must have the authority to delegate and commit resources on behalf of the agency.
11. Perform core mission emergency response functions.
12. Tasks specific to ESF-8.
 - a. Implement mass casualty response plan.
 - b. Establish liaison with MESH.
 - c. Request appropriate disaster declarations for EMTALA and HIPPA waivers, if necessary
 - d. Maintain communication with hospitals to assess the need for additional medical resources beyond the capabilities of Hamilton County.
 - e. Coordinate the transport of walking-wounded and non-critical casualties.
 - f. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

12-24 Hours

1. Arrive on-time to receive shift briefly.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan Monitor resource request board in WebEOC.
4. If necessary, identify the ESF staging area.
5. Establish refuel and maintenance schedules.
6. Contact logistics for needs related to multiple operational periods.
7. Provide meals and necessary rest periods to field ESF personnel.
8. Anticipate and plan for the arrival of, and coordination of state and federal agencies.
9. Tasks specific to ESF-8.
 - a. Maintain communication with MESH and hospitals.
 - b. Reassess the need for medical resources beyond the scope of Hamilton County.
 - c. Continue to coordinate the transportation of non-critical patients from the incident.
 - d. Maintain awareness of existing inventory of medical resources and supplies and act to replace any depleted inventory.
 - e. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

24-36 Hours

1. Arrive on-time to receive shift briefly.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Consider staging and re-entry issues.
5. Coordinate Demobilization Plan as necessary.
6. Attend scheduled post-incident analysis meetings.



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7. Tasks specific to ESF-8.
 - a. Maintain communication with MESH and hospitals.
 - b. Reassess the need for medical resources beyond the scope of Hamilton County.
 - c. Continue to coordinate the transportation of non-critical patients from the incident.
 - d. Maintain awareness of inventory of medical resources and supplies.

Recovery

1. Continue ongoing support of recovery operations.
2. Debrief team members, public agencies, volunteers, and building owners.
3. Analyze hazard/incident information.
4. Inventory and evaluate response resources and capabilities.
5. Forward all agency use records to the EOC for processing.
6. Compare documentation with other ESFs appropriately.
7. Debrief team members, public agencies, volunteers, etc.
8. Review and update internal and ESF plans as necessary.
9. Maintain environmental and epidemiological surveillance.
10. Begin demobilization procedures, including termination of mass casualty and triage operations when appropriate.
11. Compile documentation relating to patient status and information for future financial assistance.
12. Restore medical and hospital systems to normal operating conditions.

Mitigation

1. Ensure contracts meet FEMA requirements for reimbursement eligibility.
2. Review and update internal and ESF plans as necessary.
3. Assist in updates of ordinances, policies, and administrative rules that impact ESF.
4. Develop training procedures to meet identified needs.
5. Implement measures to prevent recurrence, if appropriate.
6. Assist in updates of ordinances, policies, and administrative rules that impact ESF.
7. Develop stronger working relationships with hospitals outside of Hamilton County for future incidents.



Hamilton County Emergency Management

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ESF-9 – Urban Search and Rescue

Primary Agency

Hamilton County Fire Chief's Roundtable

Support Agencies

All Township and Municipal Fire Agencies

Hamilton County Drone Working Group

Hamilton County PIO Working Group

Purpose

To provide guidance for search and rescue operations within Hamilton County during an emergency or disaster.

Scope

1. ESF-9 addresses emergency and disaster search and rescue operations within Hamilton County.
2. Urban Search and Rescue in Hamilton County can be performed by all town and municipal fire departments.
3. Search areas that have been affected by both, man-made and naturally occurring incidents.

Policies

1. ESF-9 provides coordination of urban search and rescue activities to ensure the safety of life during emergency situations.
2. Hamilton County possesses a significantly large number of experienced and highly trained firefighters, representing nine fire departments throughout the county.
3. All of these fire departments have the ability to perform USAR.
4. All of the departments operate under the National Incident Management System and have maintained mutual aid agreements for a number of years.
5. All of these departments also utilize Hamilton County's 800 MHz trunking radio systems.

Concept of Operations

1. During emergencies or disasters, local fire agencies will mobilize apparatus and personnel necessary to conduct urban search and rescue.
2. Emergency search and rescue operations will be initiated via Hamilton County Public Safety Communications, who will dispatch the appropriate local fire agencies to the full extent of their resource capabilities, including the use of resources available under the mutual aid agreements.
3. Command of urban search and rescue operations will be in accordance with the Incident Command System.



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4. Urban search and rescue are to be conducted under the supervision of experienced fire department personnel.



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Responsibilities

Primary Agency

Coordinating Agency Fire Chief:

1. Responsible for coordinating all emergency urban search and rescue operations.
2. Each fire organization, conducting USAR, will maintain authority within its own jurisdiction.
3. Emergency/disaster urban search and rescue operations support will be from the County EOC by the ESF Representative.
4. Support Function Representative
 - a. Emergency Support Function Representative(s) are identified through Fire Chiefs from Hamilton County.
 - i. The representative will:
 1. Coordinate fire/rescue, and special operations response to address the needs at the emergency scene(s) and assure protection to the rest of Hamilton County.
 - a. This will be performed conjointly with ESF-4 and ESF-10
 2. Analyze rescue service resource needs and request assistance.
 3. Provide information and coordination regarding the status of operations to other Support Function Representatives.
 - ii. Prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the incident record.
5. Establishes a joint reception center for staging of incoming agencies to ensure check-in and proper assignments. This process will ensure accountability, address span-of-control, and ensure personnel are using appropriate local radio talkgroups or national interoperability radio frequency.

Support Agencies

All township and municipal fire agencies:

1. Provides mutual aid in operations as necessary and available.
2. Provides back-up and extended contingency representatives the County EOC.



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ESF-9 – Urban Search and Rescue

Preparedness Checklist

Requirements of Each ESF Lead Agency

1. Must conduct quarterly ESF meetings.
2. Create and maintain an ESF plan outlining how the ESF will respond to disasters.
3. Maintain a staffing roster/contact list of those who will serve in the EOC and the supporting ESFs in the field.
4. Create and maintain a resource list for all members of the ESF.
5. EOC Requirements.
 - a. Know which position is assigned to ESF.
 - b. Ensure all ESF personnel knows the EOC ESF phone number.
 - c. Ensure those who will serve in the EOC have access to the facility.
 - d. Ensure critical applications needed by the ESF are installed on the ESF computer.
 - e. Ensure key personnel has access to WebEOC.
 - f. Maintain a binder in the EOC with ESF information.

Operational Preparedness

1. Maintain a roster of ESF contacts and share with lead ESF agency
2. Maintain continuity of operations.
3. Support regularly scheduled special events.
4. Maintain ongoing communications with all ESF agencies and organizations.
5. Utilize GIS to assess areas of potential need. Highlight areas that might be vulnerable or have specific needs (such as non-English speaking communities).
6. Maintain and continue to train in Incident Command.

Planning Preparedness

1. Review and understand ESF requirements as listed in the CEMP.
2. Review, understand and assist in maintaining the ESF plan.
3. Create, review, and revise agency Emergency Action Plans annually.
4. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
5. Review and update SOPs for both routine and emergency operations.
6. Seek grant funding for hazard-specific training and equipment.
7. Determine a plan for emergency communications for all ESF partners.
 - a. Ensure key ESF personnel knows the phone number to the EOC.
 - b. Establish access to HCPSC radio system; test at least on a quarterly basis.
8. Participate in the threat and hazard identification and risk assessment process.

Logistical Preparedness

1. Update equipment and resource listings on a regular basis and distribute these lists appropriately.
2. Establish and maintain mutual aid agreements as needed.
3. Secure emergency equipment required by the ESF.



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Training and Exercise

1. Attend scheduled tabletop exercises and all other training events regularly.
2. Conduct and/or attend as available full-scale disaster exercises.
3. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
4. Train in radio procedures.
5. Train responders in duties and procedures relative to disciplines and incident command procedures.
6. Maintain and continue to train in Incident Command by obtaining necessary certifications for response personnel (ICS 100, 300, 400, 700, and 800).

Response

0 – 12 Hours

1. ESF lead agency sends an ESF representative to the EOC.
2. Receive briefing from section chief or EOC manager.
3. Notify personnel, mutual-aid partners, and vendors once ESF personnel are in the EOC.
4. Communications
 - a. Log into WebEOC and document the ESF is staffed on the ESF Position Log board.
 - b. Verify other communication means.
 - i. Access to radios.
 - ii. Access to phones.
 - c. Maintain communications; implement a backup system if the primary system should fail.
 - d. Receive and complete mission assignments appropriately in WebEOC.
5. Follow the battle rhythm.
 - a. Participate in the county-wide conference call.
 - b. Review updated weather information as it becomes available from planning.
 - c. Participate in mid-shift brief.
 - d. Complete situation reports before the deadline (1700 and 0500).
 - i. Include what occurred over the past 12-hours.
 - ii. Key accomplishments.
 - iii. Critical shortfalls.
 - e. Submit after-action comments.
 - i. What needs to be improved to make the operation better?
6. Monitor resource status.
7. All field ESFs must maintain ongoing information exchange within the EOC through WebEOC or other means directly with the ESF.
8. Report critical information on WebEOC.
9. Begin clear documentation stream of all related costs, actions, decisions, and communications.
10. Create a manning table.
 - a. Personnel must work 12-hour shifts.
 - b. The person sitting in the ESF seat must have the authority to delegate and commit resources on behalf of the agency.
11. Perform core mission emergency response functions.



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12. Tasks specific to ESF-9.

- a. Commence search and rescue operations as soon as feasible.
- b. Coordinate needed resources based on incident type.
- c. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

12-24 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Monitor resource request board in WebEOC.
5. If necessary, identify the ESF staging area.
6. Establish refuel and maintenance schedules.
7. Contact logistics for needs related to multiple operational periods.
8. Provide meals and necessary rest periods to field ESF personnel.
9. Anticipate and plan for the arrival of, and coordination of state and federal agencies.
10. Tasks specific to ESF-9.
 - a. Coordinate relief efforts for personnel conducting search and rescue activities.
 - b. Utilize GIS to coordinate large area searches with significant amounts of victims.
 - c. Coordinate with mutual aid resources as needed.
 - d. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

24-36 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Consider staging and re-entry issues.
5. Coordinate Demobilization Plan as necessary.
6. Attend scheduled post-incident analysis meetings.
7. Tasks specific to ESF-9.
 - a. Continue coordination of relief efforts for personnel conducting search and rescue activities.

Recovery

1. Continue ongoing support of recovery operations.
2. Debrief team members, public agencies, volunteers, and building owners.
3. Analyze hazard/incident information.
4. Inventory and evaluate response resources and capabilities.
5. Forward all agency use records to the EOC for processing.
6. Compare documentation with other ESFs appropriately.
7. Debrief team members, public agencies, volunteers, etc.
8. Review and update internal and ESF plans as necessary.



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Mitigation

1. Ensure contracts meet FEMA requirements for reimbursement eligibility.
2. Review and update internal and ESF plans as necessary.
3. Assist in updates of ordinances, policies, and administrative rules that impact ESF.
4. Develop training procedures to meet identified needs.
5. Implement measures to prevent recurrence, if appropriate.
6. Assist in updates of ordinances, policies, and administrative rules that impact ESF.



Hamilton County Emergency Management

Comprehensive Emergency Management Plan

ESF-10 – Hazardous Materials Response

Primary Agency

Hamilton County Fire Chief's Roundtable

Support Agencies

Hamilton County Emergency

Management Local Emergency Planning

Committee

Purpose

1. To provide a coordinated response to a hazardous materials release which minimizes
2. detrimental effects to people, wildlife, and the environment.
3. To provide guidance for establishing and maintaining information available to the public under SARA Title III and The Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA).

Scope

1. ESF-10 does not supersede the established procedures of agencies responding to a hazardous materials release. It is intended to coordinate the efforts of the various agencies responding to the same incident.
2. ESF-10 addresses emergency and disaster and hazardous materials response operations within Hamilton County.
3. Hazardous materials response in Hamilton County can be performed by all town and municipal fire departments.

Policies

1. ESF-10 provides coordination of hazmat response activities to ensure the safety of life in emergency situations.
 - a. Hamilton County possesses a significantly large number of experienced and highly trained firefighters, representing nine fire departments throughout the county.
2. All of the departments operate under the National Incident Management System and have maintained mutual aid agreements for a number of years.
3. ESF-10 will work conjointly with ESF's 4 and 9 to complete the fire department assigned tasks that may have incidents of more than one primary focus.

Concept of Operations

1. During emergencies or disasters, local fire agencies will mobilize apparatus and personnel necessary to manage the incident.



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2. Emergency hazardous materials response operations will be initiated via Hamilton County Public Safety Communications who will dispatch the appropriate local fire agencies to the full extent of their resource capabilities, including the use of resources available under the mutual aid agreements.
3. Command of hazardous materials operations will be in accordance with the Incident Command System.

Responsibilities

Primary Agency

Coordinating Agency Fire Chief:

1. Responsible for coordinating all hazardous materials operations response.
 - a. Each fire organization will maintain authority within its own jurisdiction.
 - b. Emergency/disaster hazmat operations support will be from the EOC by the ESF.
2. Emergency Support Function Representative
 - a. ESF Representative(s) are identified through Fire Chiefs from Hamilton County.
 - i. The representative will:
 1. Coordinate fire/rescue and special operations response to address the needs at the emergency scene(s) and assure protection to the rest of Hamilton County.
 2. Analyze fire, rescue, and hazmat service resource needs and request assistance.
 3. Provide information and coordination regarding the status of operations to other ESF Representatives.
 - ii. Prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the incident record.
 - iii. Establishes a joint reception center for staging of incoming agencies to ensure check-in and proper assignments. This process will ensure accountability, address span-of-control, and ensure personnel are using appropriate local radio talkgroups or national interoperability radio frequency.

Support Agencies

1. All township and municipal fire agencies
 - a. Provides mutual aid in operations as necessary and available.
 - b. Provides back-up and extended contingency representatives the County EOC.
2. Hamilton County Emergency Management
 - a. HCEM will coordinate with ESF-10 within the EOC.
 - b. HCEM may also deploy an internal staff member or volunteer as a liaison to the incident site.



Hamilton County Emergency Management

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ESF-10 – Hazardous Materials Response Checklist

Preparedness Checklist

Requirements of Each ESF Lead Agency

1. Must conduct quarterly ESF meetings.
2. Create and maintain an ESF plan outlining how the ESF will respond to disasters.
3. Maintain a staffing roster/contact list of those who will serve in the EOC and the supporting ESFs in the field.
4. Create and maintain a resource list for all members of the ESF.
5. EOC Requirements.
 - a. Know which position is assigned to ESF.
 - b. Ensure all ESF personnel knows the EOC ESF phone number.
 - c. Ensure those who will serve in the EOC have access to the facility.
 - d. Ensure critical applications needed by the ESF are installed on the ESF computer.
 - e. Ensure key personnel has access to WebEOC.
 - f. Maintain a binder in the EOC with ESF information.

Operational Preparedness

1. Maintain a roster of ESF contacts and share with lead ESF agency.
2. Maintain continuity of operations.
3. Support regularly scheduled special events.
4. Maintain ongoing communications with all ESF agencies and organizations.
5. Utilize GIS to assess areas of potential need. Highlight areas that might be vulnerable or have specific needs (such as non-English speaking communities).
6. Maintain and continue to train in Incident Command.

Planning Preparedness

1. Review and understand ESF requirements as listed in the CEMP.
2. Review, understand, and assist in maintaining the ESF plan.
3. Create, review, and revise agency Emergency Action Plans annually.
4. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
5. Review and update SOPs for both routine and emergency operations.
6. Seek grant funding for hazard-specific training and equipment.
7. Determine a plan for emergency communications for all ESF partners.
 - a. Ensure key ESF personnel knows the phone number to the EOC.
 - b. Establish access to HCPSC radio system; test at least on a quarterly basis.
8. Participate in the threat and hazard identification and risk assessment process.
 - a. Conduct visits to predetermined facilities storing hazardous materials to preplan hazmat responses.
 - b. Maintain a comprehensive listing of facilities containing hazardous materials and manifests of hazardous materials contained within each facility.



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Logistical Preparedness

1. Update equipment and resource listings on a regular basis and distribute these lists appropriately.
2. Establish and maintain mutual aid agreements as needed.
3. Secure emergency equipment required by the ESF.

Training and Exercise

1. Attend scheduled tabletop exercises and all other training events regularly.
2. Conduct and/or attend as available full-scale disaster exercises.
3. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
4. Train in radio procedures.
5. Train responders in duties and procedures relative to disciplines and incident command procedures.
6. Maintain and continue to train in Incident Command by obtaining necessary certifications for response personnel (ICS 100, 300, 400, 700, and 800).

Response

0 – 12 Hours

1. ESF lead agency sends an ESF representative to the EOC.
2. Receive briefing from section chief or EOC manager.
3. Notify personnel, mutual-aid partners, and vendors once ESF personnel are in the EOC.
4. Communications
 - a. Log into WebEOC and document the ESF is staffed on the ESF Position Log board.
 - b. Verify other communication means.
 - i. Access to radios.
 - ii. Access to phones.
 - c. Maintain communications; implement a backup system if the primary system should fail.
 - d. Receive and complete mission assignments appropriately in WebEOC.
5. Follow the battle rhythm.
 - a. Participate in the county-wide conference call.
 - b. Review updated weather information as it becomes available from planning.
 - c. Participate in mid-shift brief.
 - d. Complete situation reports before the deadline (1700 and 0500).
 - i. Include what occurred over the past 12-hours.
 - ii. Key accomplishments.
 - iii. Critical shortfalls.
 - e. Submit after-action comments.
 - i. What needs to be improved to make the operation better?
6. Monitor resource status.
7. All field ESFs must maintain ongoing information exchange within the EOC through WebEOC or other means directly with the ESF.



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8. Report critical information on WebEOC.
9. Begin clear documentation stream of all related costs, actions, decisions, and communications.
10. Create a manning table.
 - a. Personnel must work 12-hour shifts.
 - b. The person sitting in the ESF seat must have the authority to delegate and commit resources on behalf of the agency.
11. Perform core mission emergency response functions.
12. Tasks specific to ESF-10.
 - a. Commence activities to stop and contain hazardous material release.
 - b. Determine and implement appropriate community protective action.
 - c. Notify IC of incidents involving suspected or confirmed WMDs.
 - d. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

12-24 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Monitor resource request board in WebEOC.
5. If necessary, identify the ESF staging area.
6. Establish refuel and maintenance schedules.
7. Contact logistics for needs related to multiple operational periods.
8. Provide meals and necessary rest periods to field ESF personnel.
9. Anticipate and plan for the arrival of, and coordination of state and federal agencies.
10. Tasks specific to ESF-10.
 - a. Monitor the threat to the community and implement or alter appropriate community protective action.
 - b. Establish decontamination capability for personnel and civilians.
 - c. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

24-36 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Consider staging and re-entry issues.
5. Coordinate Demobilization Plan as necessary.
6. Attend scheduled post-incident analysis meetings.
7. Tasks specific to ESF-10.
 - a. Continue monitoring threat to the community and implement or alter appropriate community protective action.



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Recovery

1. Continue ongoing support of recovery operations.
2. Debrief team members, public agencies, volunteers, and building owners.
3. Analyze hazard/incident information.
4. Inventory and evaluate response resources and capabilities.
5. Forward all agency use records to the EOC for processing.
6. Compare documentation with other ESFs appropriately.
7. Debrief team members, public agencies, volunteers, etc.
8. Review and update internal and ESF plans as necessary.

Mitigation

1. Ensure contracts meet FEMA requirements for reimbursement eligibility.
2. Review and update internal and ESF plans as necessary.
3. Assist in updates of ordinances, policies, and administrative rules that impact ESF.
4. Develop training procedures to meet identified needs.
5. Implement measures to prevent recurrence, if appropriate.
6. Assist in updates of ordinances, policies, and administrative rules that impact ESF.



Hamilton County Emergency Management

Comprehensive Emergency Management Plan

ESF-11 – Agriculture and Natural Resources

Primary Agency

Purdue Extension

Support Agencies

Hamilton County Humane Society

Hamilton County Soil and Water Department

Purpose

To coordinate agricultural and animal welfare support, in cooperation with Hamilton County farming networks; and to support agriculture and livestock recovery, post-incident.

Scope

1. Agricultural and animal support in Hamilton County is provided by Purdue Extension, based in Hamilton County 4-H Fairgrounds, and the Hamilton County Humane Society.
2. Animal welfare support is to encompass both livestock and domestic animals.
 - a. Domestic animals are to be considered any animal that permanently resides within a house, or house-type accommodation (e.g. apartment, mobile home).
 - b. Livestock is to be considered animals that require external accommodations (e.g. Horses that require a barn; cows; sheep; pigs).
3. Aid in the coordination of agricultural resources in the event of a county-wide incident.
4. Provide support in the short and long-term temporary housing of domestic animals and livestock, until it is possible to return the animals to their original place of living.

Policies

1. ESF-11 is to provide coordination of agricultural and animal activities to ensure the safety of crops and animal welfare in emergency situations.
2. To maintain situational awareness on incidents and disasters they may present agricultural and livestock-based incidents to Hamilton County.
3. To provide a representative to the EOC, in the event that resource support is needed.

Concept of Operations

1. During emergencies or disasters, Purdue Extension will alert the agricultural community of support available to them.
 - a. This may be in the form of temporary housing of animals.
2. ESF-11 will be activated by the EOC and will send a representative if requested.
3. ESF-11 will be responsible for activating Hamilton County Humane Society if shelter operations require domestic animal support.



Hamilton County Emergency Management

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Responsibilities

Primary Agency

Purdue Extension:

1. Responsible for coordinating all emergency agricultural and animal support.
2. Emergency/disaster agricultural and animal operations support will be from the County Emergency Operations Center by the Support Function Representative.
3. Support Function Representative
 - a. Emergency Support Function Representative(s) are to be identified by Purdue Extension.
 - i. The representative will:
 1. Coordinate agricultural and animal welfare resources to address the needs within the county.
 2. Analyze agricultural and animal welfare resource needs and request assistance.
 3. Provide information and coordination regarding the status of operations to other Support Function Representatives, as required/requested.
 4. Prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the incident record.
4. Establishes a joint reception center for staging of incoming agencies to ensure check-in and proper assignments. This process will ensure accountability, address span-of-control, and ensure personnel are using appropriate local radio talkgroups or national interoperability radio frequency.

Support Agencies

Hamilton County Humane Society:

1. Provides domestic animal support to ESF-11
2. Will request resource support from charities, and non-governmental organizations, such as American Humane, on behalf of ESF-11.

Hamilton County Soil and Water:

1. Provides the EOC with a qualified flood plain engineer, as needed.
2. Provides back-up and extended contingency representatives the County EOC.



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ESF-11 – Agriculture and Natural Resources Checklist

Preparedness Checklist

Requirements of Each ESF Lead Agency

1. Must conduct quarterly ESF meetings.
2. Create and maintain an ESF plan outlining how the ESF will respond to disasters.
3. Maintain a staffing roster/contact list of those who will serve in the EOC and the supporting ESFs in the field.
4. Create and maintain a resource list for all members of the ESF.
5. EOC Requirements.
 - a. Know which position is assigned to ESF.
 - b. Ensure all ESF personnel knows the EOC ESF phone number.
 - c. Ensure those who will serve in the EOC have access to the facility.
 - d. Ensure critical applications needed by the ESF are installed on the ESF computer.
 - e. Ensure key personnel has access to WebEOC.
 - f. Maintain a binder in the EOC with ESF information.

Operational Preparedness

1. Maintain a roster of ESF contacts and share with lead ESF agency.
2. Maintain continuity of operations.
3. Support regularly scheduled special events.
4. Maintain ongoing communications with all ESF agencies and organizations.
5. Utilize GIS to assess areas of potential need. Highlight areas that might be vulnerable or have specific needs (such as non-English speaking communities).
6. Maintain and continue to train in Incident Command.

Planning Preparedness

1. Review and understand ESF requirements as listed in the CEMP.
2. Review, understand, and assist in maintaining the ESF plan.
3. Create, review, and revise agency Emergency Action Plans annually.
4. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
5. Review and update SOPs for both routine and emergency operations.
6. Seek grant funding for hazard-specific training and equipment.
7. Determine a plan for emergency communications for all ESF partners.
 - a. Ensure key ESF personnel knows the phone number to the EOC.
8. Participate in the threat and hazard identification and risk assessment process.



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Logistical Preparedness

1. Update equipment and resource listings on a regular basis and distribute these lists appropriately.
2. Establish and maintain mutual aid agreements as needed.
3. Secure emergency equipment required by the ESF.

Training and Exercise

1. Attend scheduled tabletop exercises and all other training events regularly.
2. Conduct and/or attend as available full-scale disaster exercises.
3. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
4. Train in radio procedures.
5. Train responders in duties and procedures relative to disciplines and incident command procedures.
6. Maintain and continue to train in Incident Command by obtaining necessary certifications for response personnel (ICS 100, 700, and 800).

Response

0 – 12 Hours

1. ESF lead agency sends an ESF representative to the EOC.
2. Receive briefing from section chief or EOC manager.
3. Notify personnel, mutual-aid partners, and vendors once ESF personnel are in the EOC.
4. Communications
 - a. Log into WebEOC and document the ESF is staffed on the ESF Position Log board.
 - b. Maintain communications; implement a backup system if the primary system should fail.
 - c. Receive and complete mission assignments appropriately in WebEOC.
5. Follow the battle rhythm.
 - a. Participate in the county-wide conference call.
 - b. Review updated weather information as it becomes available from planning.
 - c. Participate in mid-shift brief.
 - d. Complete situation reports before the deadline (1700 and 0500).
 - i. Include what occurred over the past 12-hours.
 - ii. Key accomplishments.
 - iii. Critical shortfalls.
 - e. Submit after-action comments.
 - i. What needs to be improved to make the operation better?
6. Monitor resource status.
7. All field ESFs must maintain ongoing information exchange within the EOC through WebEOC or other means directly with the ESF.



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8. Report critical information on WebEOC.
9. Begin clear documentation stream of all related costs, actions, decisions, and communications.
10. Create a manning table.
 - a. Personnel must work 12-hour shifts.
 - b. The person sitting in the ESF seat must have the authority to delegate and commit resources on behalf of the agency.
11. Perform core mission emergency response functions.
12. Tasks specific to ESF-11.
 - a. Activate animal shelter.
 - b. Determine support needs for domestic animals at shelter locations.
 - c. Establish a supply of food, water, and care to sheltered animals.
 - d. Evaluate the effectiveness of shelters and the need for additional shelters.
 - e. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

12-24 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Monitor resource request board in WebEOC.
5. If necessary, identify the ESF staging area.
6. Establish refuel and maintenance schedules.
7. Contact logistics for needs related to multiple operational periods.
8. Provide meals and necessary rest periods to field ESF personnel.
9. Anticipate and plan for the arrival and coordination of animal-based volunteer organizations.
10. Tasks specific to ESF-11.
 - a. Maintain and replenish supplies of food and water as needed.
 - b. Continue monitoring and evaluating the effectiveness of shelter operations, the need for additional shelter space, and additional food and water.
 - c. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

24-36 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan
4. Consider staging and re-entry issues.
5. Coordinate Demobilization Plan as necessary.
6. Attend scheduled post-incident analysis meetings.
7. Tasks specific to ESF-11.
 - a. Maintain and replenish supplies of food and water as needed.
 - b. Continue monitoring and evaluating the effectiveness of shelter and need for additional shelter space.



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- c. Establish veterinary care (if necessary)

Recovery

1. Continue ongoing support of recovery operations.
2. Debrief team members, public agencies, volunteers, and building owners.
3. Analyze hazard/incident information.
4. Inventory and evaluate response resources and capabilities.
5. Forward all agency use records to the EOC for processing.
6. Compare documentation with other ESFs appropriately.
7. Debrief team members, public agencies, volunteers, etc.
8. Review and update internal and ESF plans as necessary.
9. Maintain shelter operations until animals have been reunited with owners or unclaimed animals have been relocated to a permanent facility.

Mitigation

1. Ensure contracts meet FEMA requirements for reimbursement eligibility.
2. Review and update internal and ESF plans as necessary.
3. Assist in updates of ordinances, policies, and administrative rules that impact ESF.
4. Develop training procedures to meet identified needs.
5. Implement measures to prevent recurrence, if appropriate.
6. Assist in updates of ordinances, policies, and administrative rules that impact ESF.



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ESF-12 –

Energy Primary

Agency

Duke Energy

Support Agencies

American Electric

Power

Boone County REMC

Citizens Energy Group

Frankfort City Light and Power

Indiana Michigan Power Co.

Indiana Municipal Power

Agency Indianapolis Power and

Light NineStar Connect

Tipton Municipal

Utilities

Vectren Gas

Marathon

Pipeline

Midwest Independent System Operator
(MISO)

Purpose

To provide for the effective use of available electric power, natural gas, and petroleum products to meet essential needs, and to facilitate the restoration of energy systems affected by an emergency or disaster.

Scope

1. ESF-12 agencies gather, assess, and disseminate information on damage to energy systems and the impact of outages within affected areas.
2. ESF-12 agencies disseminate information regarding the restoration process of energy services within Hamilton County.
3. Work with other ESFs to establish task forces to expedite restoration services.

Policies

1. The type and focus of utility support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts.



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2. Activating as needed, in anticipation of, or immediately following, a disaster or emergency or an incident of mass criminal violence.
3. Supporting energy needs and services without regard to economic status or racial, religious, political, ethnic, or other affiliation.
4. The Priority of the Energy Support Function is to save lives, protect property, restore damaged energy infrastructure and components and assist other Support Functions by aiding in the restoration of damaged energy systems.
5. Assigning staff to work in accordance with their parent agency rules and regulations.
6. Emergency Management will reconcile conflicts between agencies involved with the Energy Support Function.

Concept of Operations

1. While requests are channeled through the Emergency Operations Center to the agency responsible for the Energy Support Function, most requests may be handled with the responding utility directly.
2. It is expected that each agency involved will either work directly with the coordinating agency or will coordinate their efforts with a liaison in the Emergency Operations Center.
3. Recovery efforts will be initiated through each individual agency.
 - a. All agencies responsible for recovery efforts will be expected to update a liaison in the Emergency Operations Center periodically.
4. Collectively, the coordinating and support agencies that comprise the Energy Support Function serve as the focal point for reports of damage to, the requirements for system design and the operation of, and the procedures for the preparedness, prevention, recovery and restoration of the utility infrastructure in Hamilton County.

Responsibilities

Primary Agency

1. Coordinating Agency
 - a. Activates coordinating agency.
 - b. Provides guidance on the impact of the disaster.
 - c. Plans and supports regular meetings with and between the coordinating and support agencies related to preparedness, response and recovery activities.
 - d. Ensures coordinating and support agencies are informed and involved in all meetings related to the Energy Support Function.
 - e. Provides damage assessment reporting to requesting agencies.
 - f. Provides leadership in coordinating and integrating overall efforts associated with utilities.
 - g. Save lives, protect property, restore damaged electrical systems and components and assist other Support Functions by aiding in the restoration of damaged systems.
 - h. Develops and maintains emergency plans directing Hamilton County's response to various predetermined situations involving electrical systems and/or other



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utility problems affecting the safety, health, and welfare of the community.

- i. Upon full activation of the Emergency Operations Center, the Coordinating Agency will send a representative to act as a liaison.
- j. Maintain an inventory of procedures and points-of-contact for obtaining specialized equipment and labor, fuel and transportation, and other resources.
- k. Provide periodic reports to the Emergency Operations Center concerning the energy restoration process such as projected restoration schedules, an approximate completion percentage of restoration, geographic information on the restoration, and other information as appropriate.



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- l. Provide strategic direction regarding restoration efforts through the establishment of task forces. E.g. police officer to block traffic, forestry crew with grappling claw truck, AT&T rep, and Power Company rep for expedited debris and line clearance.
- m. Public announcements on energy conservation, outages, and other energy issues will be coordinated with the PIO Working Group and the Joint Information Center in the Emergency Operations Center.
- n. Establishes a joint reception center for staging of incoming agencies to ensure check-in and proper assignments. This process will ensure accountability, address span-of-control, and ensure personnel are using appropriate local radio talkgroups or national interoperability radio frequency.

Support Agencies

- 1. Save lives, protect property, restore natural gas, manufactured gas, chilled water systems, and/or other utilities and assist other Support Functions by aiding in the restoration of damaged systems.
- 2. Develops and maintains emergency plans directing Hamilton County's response to various predetermined situations involving natural gas, manufactured gas, steam and/or chilled water system problems and/or other utilities affecting the safety, health, and welfare of the community.
- 3. Provide periodic reports to the Emergency Operations Center concerning the energy restoration process such as projected restoration schedules, an approximate completion percentage of restoration, geographic information on the restoration, and other information as appropriate.
- 4. Maintain an inventory of procedures and points-of-contact for obtaining specialized equipment and labor, fuel and transportation, and other resources.
- 5. Public announcements on utility conservation, outages, and other utility issues will be coordinated with External Affairs Support Function and the Joint Information Center in the Emergency Operations Center.



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ESF-12 – Energy Checklist

Preparedness Checklist

Requirements of Each ESF Lead Agency

1. Must conduct quarterly ESF meetings the all ESF-12 partners.
2. Create and maintain an ESF plan outlining how the ESF will respond to disasters.
3. Maintain a staffing roster/contact list of those who will serve in the EOC and the supporting ESFs in the field.
4. Create and maintain a resource list for all members of the ESF.
5. EOC Requirements.
 - a. Know which position is assigned to ESF.
 - b. Ensure all ESF personnel knows the EOC ESF phone number.
 - c. Ensure those who will serve in the EOC have access to the facility.
 - d. Ensure critical applications needed by the ESF are installed on the ESF computer.
 - e. Ensure key personnel has access to WebEOC.
 - f. Maintain a binder in the EOC with ESF information.

Operational Preparedness

1. Maintain a roster of ESF contacts and share with lead ESF agency.
2. Maintain continuity of operations.
3. Support regularly scheduled special events.
4. Maintain ongoing communications with all ESF agencies and organizations.
5. Utilize GIS to assess areas of potential need. Highlight areas that might be vulnerable or have specific needs (such as non-English speaking communities).
6. Maintain and continue to train in Incident Command.

Planning Preparedness

1. Review and understand ESF requirements as listed in the CEMP.
2. Review, understand, and assist in maintaining the ESF plan.
3. Create, review, and revise agency Emergency Action Plans annually.
4. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
5. Review and update SOPs for both routine and emergency operations.
6. Seek grant funding for hazard-specific training and equipment.
7. Determine a plan for emergency communications for all ESF partners.
 - a. Ensure key ESF personnel knows the phone number to the EOC.
 - b. Establish access to HCPSC radio system; test at least on a quarterly basis.
8. Participate in the threat and hazard identification and risk assessment process.



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Logistical Preparedness

1. Update equipment and resource listings on a regular basis and distribute these lists appropriately.
2. Establish and maintain mutual aid agreements as needed.
3. Secure emergency equipment required by the ESF.

Training and Exercise

1. Attend scheduled tabletop exercises and all other training events regularly.
2. Conduct and/or attend as available full-scale disaster exercises.
3. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
4. Train in radio procedures.
5. Train responders in duties and procedures relative to disciplines and incident command procedures.
6. Maintain and continue to train in Incident Command by obtaining necessary certifications for response personnel (ICS 100, 700, and 800).

Response

0 – 12 Hours

1. ESF lead agency sends an ESF representative to the EOC.
2. Receive briefing from section chief or EOC manager.
3. Notify personnel, mutual-aid partners, and vendors once ESF personnel are in the EOC.
4. Communications
 - a. Log into WebEOC and document the ESF is staffed on the ESF Position Log board.
 - b. Verify other communication means.
 - i. Access to radios.
 - ii. Access to phones.
 - c. Maintain communications; implement a backup system if the primary system should fail.
 - d. Receive and complete mission assignments appropriately in WebEOC.
5. Follow the battle rhythm.
 - a. Participate in a county-wide conference call.
 - b. Review updated weather information as it becomes available from planning.
 - c. Participate in mid-shift brief.
 - d. Complete situation reports before the deadline (1700 and 0500).
 - i. Include what occurred over the past 12-hours.
 - ii. Key accomplishments.
 - iii. Critical shortfalls.
 - e. Submit after-action comments.
 - i. What needs to be improved to make the operation better?
6. Monitor resource status.
7. All field ESFs must maintain ongoing information exchange within the EOC through WebEOC or other means directly with the ESF.



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8. Report critical information on WebEOC.
9. Begin clear documentation stream of all related costs, actions, decisions, and communications.
10. Create a manning table.
 - a. Personnel must work 12-hour shifts.
 - b. The person sitting in the ESF seat must have the authority to delegate and commit resources on behalf of the agency.
11. Perform core mission emergency response functions.
12. Tasks specific to ESF-12.
 - a. Monitor and disseminate information relating to service disruptions.
 - b. Initiate contact with energy companies to coordinate and track progress in restoring service.
 - c. Coordinate with other ESFs to prioritize restoration of services to critical infrastructure.
 - d. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

12-24 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Monitor resource request board in WebEOC.
5. If necessary, identify the ESF staging area.
6. Establish refuel and maintenance schedules.
7. Contact logistics for needs related to multiple operational periods.
8. Provide meals and necessary rest periods to field ESF personnel.
9. Anticipate and plan for the arrival of, and coordination of state and federal agencies.
10. Tasks specific to ESF-12.
 - a. Continue disseminate information relating to service disruptions.
 - b. Maintain contact with energy companies to coordinate and track progress in restoring service.
 - c. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

24-36 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Consider staging and re-entry issues.
5. Coordinate Demobilization Plan as necessary.
6. Attend scheduled post-incident analysis meetings.
7. Tasks specific to ESF-12.
 - a. Continue disseminate information relating to service disruptions.
 - b. Maintain contact with energy companies to coordinate and track progress in restoring service.



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Recovery

1. Continue ongoing support of recovery operations.
2. Debrief team members, public agencies, volunteers, and building owners.
3. Analyze hazard/incident information.
4. Inventory and evaluate response resources and capabilities.
5. Forward all agency use records to the EOC for processing.
6. Compare documentation with other ESFs appropriately.
7. Debrief team members, public agencies, volunteers, etc.
8. Review and update internal and ESF plans as necessary.
9. Continue energy restoration activities.
10. Return service to pre-incident status.

Mitigation

1. Ensure contracts meet FEMA requirements for reimbursement eligibility.
2. Review and update internal and ESF plans as necessary.
3. Assist in updates of ordinances, policies, and administrative rules that impact ESF.
4. Develop training procedures to meet identified needs.
5. Implement measures to prevent recurrence, if appropriate.
6. Assist in updates of ordinances, policies, and administrative rules that impact ESF.
7. Implement improved energy infrastructure practices if rebuilding.



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ESF-13 – Public Safety and Security

Primary Agency

Hamilton County Sheriff's Office

Support Agencies

Town of Arcadia Police

Department City of Carmel Police

Department Town of Cicero Police

Department City of Fishers Police

Department

City of Noblesville Police Department

Town of Sheridan Police Department

City of Westfield Police Department

Purpose

1. ESF-13 supports a full range of incident management activities associated with a potential or actual threat to public safety or security.

Scope

1. ESF-13 provides a mechanism for coordinating and providing support to local law enforcement and other ESFs with law enforcement, public safety, and security capabilities and resources during emergencies or disasters.
2. Capabilities of ESF-13 include core and critical infrastructure protection, security planning and technical assistance, technology support, and public safety before, during, and after an incident.

Policies

1. The law enforcement agency with original jurisdiction facilitates coordination among supporting agencies to ensure the operations of ESF-13 are consistent with mission objectives and management.
2. When activated, ESF-13 coordinates the implementation of units or groups appropriate for the incident and provides appropriate personnel and resources to support operations.
3. Detailed records of chronological events and encounters are to be maintained in the event of an incident in which law enforcement authority is relinquished to a federal agency with jurisdictional authority.

Concept of Operations

1. ESF-13 is activated when public safety and security capabilities and resources are needed



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to support incident operations.

2. Upon activation of ESF-13, the agency with original jurisdiction assesses public safety and security needs and responds to requests for resources from other ESFs.
3. The agency with original jurisdiction maintains communication with support agencies to determine capabilities, assess resource availability, and track deployed resources.
4. Due to the potential magnitude of an incident and potential for federal jurisdiction of a terrorism crime scene, the resources and manpower of multiple law enforcement agencies may be combined. In the event of a combined response, the NIMS structure will be utilized for incident management. Thus, representatives from other Hamilton County law enforcement agencies, the Indiana State Police, and federal agencies will be encouraged to assign a representative from that agency to be present in the Hamilton County Emergency Operations Center during the incident.

Responsibilities

Primary Agency

1. HCSO will send a representative to the Hamilton County Emergency Operations Center to assess the need for additional support.
 - a. Coordinates the overall, county-wide law enforcement response, considering the principle of "concurrent jurisdiction".
 - b. Determines which law enforcement functional groups should be notified or mobilized according to the situation.
 - c. Collects and analyzes information regarding the status of law enforcement services, resources, and facilities during and after an incident.
 - d. Identifies and mobilizes law enforcement resources in support of the incident commander.
 - e. Adjusts resource deployments as necessary to maximize long-term coverage.
 - f. Requests mutual aid and other resources necessary to conduct operations.
 - g. Establishes a joint reception center for staging of incoming agencies to ensure check-in and proper assignments. This process will ensure accountability, address span-of-control, and ensure personnel are using appropriate local radio talkgroups or national interoperability radio frequency.
 - h. Coordinate with other ESFs to facilitate effective response and recovery operations.
 - i. Coordinate general traffic control and traffic flow to and from incident scenes.
 - j. Coordinate resources to establish and maintain secure perimeters around incident scenes, critical facilities, shelters, feeding sites, and collection centers.
 - k. Coordinate protection for civilians, emergency responders, and supporting ESF's.
 - l. Coordinate evacuation activities, including notification to civilians through the PIO working group.
 - m. Coordinate evacuations involving penal institutions.
 - n. Coordinate with the National Guard, when utilized, to address law enforcement shortfalls. National Guard can observe and report and be assigned to a law enforcement liaison at a ratio of one officer to ten troops.



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Supporting Agencies

1. Enforces laws and any special restrictions enacted as a result of the incident.
2. Rescue victims and secure crime scenes.
3. Assists with general traffic control and traffic flow to and from incident scenes.
4. Assist with security at incident scenes, critical facilities, shelters, feeding sites, and collection centers.
5. Assist with security for civilians and emergency responders as requested.



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ESF-13 – Public Safety and Security Checklist

Preparedness Checklist

Requirements of Each ESF Lead Agency

1. Must conduct quarterly ESF meetings.
2. Create and maintain an ESF plan outlining how the ESF will respond to disasters.
3. Maintain a staffing roster/contact list of those who will serve in the EOC and the supporting ESFs in the field.
4. Create and maintain a resource list for all members of the ESF.
5. EOC Requirements.
 - a. Know which position is assigned to ESF.
 - b. Ensure all ESF personnel knows the EOC ESF phone number.
 - c. Ensure those who will serve in the EOC have access to the facility.
 - d. Ensure critical applications needed by the ESF are installed on the ESF computer.
 - e. Ensure key personnel has access to WebEOC.
 - f. Maintain a binder in the EOC with ESF information.

Operational Preparedness

1. Maintain a roster of ESF contacts and share with lead ESF agency.
2. Maintain continuity of operations.
3. Support regularly scheduled special events.
4. Maintain ongoing communications with all ESF agencies and organizations.
5. Utilize GIS to assess areas of potential need. Highlight areas that might be vulnerable or have specific needs (such as non-English speaking communities).
6. Maintain and continue to train in Incident Command.

Planning Preparedness

1. Review and understand ESF requirements as listed in the CEMP.
2. Review, understand, and assist in maintaining the ESF plan.
3. Create, review, and revise agency Emergency Action Plans annually.
4. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
5. Review and update SOPs for both routine and emergency operations.
6. Seek grant funding for hazard-specific training and equipment.
7. Determine a plan for emergency communications for all ESF partners.
 - a. Ensure key ESF personnel knows the phone number to the EOC.
 - b. Establish access to HCPSC radio system; test at least on a quarterly basis.
 - c. Understand the emergency talkgroups of the HCPSC system including site, emergency talkgroups, and fail soft.
 - d. Understand the national interoperability frequencies.
8. Participate in the threat and hazard identification and risk assessment process.
9. Identify the limitations of local law enforcement from an all-hazards standpoint and develop contingency plans to maintain law and order during an emergency.



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Logistical Preparedness

1. Update equipment and resource listings on a regular basis and distribute these lists appropriately.
2. Establish and maintain mutual aid agreements as needed.
3. Secure emergency equipment required by the ESF.

Training and Exercise

1. Attend scheduled tabletop exercises and all other training events regularly.
2. Conduct and/or attend as available full-scale disaster exercises.
3. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
4. Train in radio procedures.
5. Train responders in duties and procedures relative to disciplines and incident command procedures.
6. Maintain and continue to train in Incident Command by obtaining necessary certifications for response personnel (ICS 100, 700, and 800).
7. Train with outside agencies likely to assist at a tactical level during an incident.

Response

0 – 12 Hours

1. ESF lead agency sends an ESF representative to the EOC.
2. Receive briefing from section chief or EOC manager.
3. Notify personnel, mutual-aid partners, and vendors once ESF personnel are in the EOC.
4. Communications
 - a. Log into WebEOC and document the ESF is staffed on the ESF Position Log board.
 - b. Verify other communication means.
 - i. Access to radios.
 - ii. Access to phones.
 - c. Maintain communications; implement a backup system if the primary system should fail.
 - d. Receive and complete mission assignments appropriately in WebEOC.
5. Follow the battle rhythm.
 - a. Participate in the county-wide conference call.
 - b. Review updated weather information as it becomes available from planning.
 - c. Participate in mid-shift brief.
 - d. Complete situation reports before the deadline (1700 and 0500).
 - i. Include what occurred over the past 12-hours.
 - ii. Key accomplishments.
 - iii. Critical shortfalls.
 - e. Submit after-action comments.
 - i. What needs to be improved to make the operation better?
6. Monitor resource status.



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7. All field ESFs must maintain ongoing information exchange within the EOC through WebEOC or other means directly with the ESF.
8. Report critical information on WebEOC.
9. Begin clear documentation stream of all related costs, actions, decisions, and communications.
10. Create a manning table.
 - a. Personnel must work 12-hour shifts.
 - b. The person sitting in the ESF seat must have the authority to delegate and commit resources on behalf of the agency.
11. Perform core mission emergency response functions.
12. Tasks specific to ESF-13.
 - a. Establish and coordinate security at the incident scene and EOC.
 - b. Coordinate with other ESFs for traffic control, crowd control, and scene security as needed.
 - c. Acquire additional public safety/law enforcement resources from outside agencies as needed to maintain law and order.
 - d. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

12-24 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Monitor resource request board in WebEOC.
5. If necessary, identify the ESF staging area.
6. Establish refuel and maintenance schedules.
7. Contact logistics for needs related to multiple operational periods.
8. Provide meals and necessary rest periods to field ESF personnel.
9. Anticipate and plan for the arrival of, and coordination of state and federal agencies.
10. Tasks specific to ESF-13.
 - a. Maintain security at the incident scene and EOC.
 - b. Monitor area of the incident for potential looting, rioting, and violent crime.
 - c. Coordinate with other ESFs for traffic control, crowd control, and scene security as needed.
 - d. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

24-36 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Consider staging and re-entry issues.
5. Coordinate Demobilization Plan as necessary.
6. Attend scheduled post-incident analysis meetings.



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7. Tasks specific to ESF-13.
 - a. Maintain security at the incident scene and EOC.
 - b. Continue monitoring the area of the incident for potential looting, rioting, or violent crime.

Recovery

1. Continue ongoing support of recovery operations.
2. Debrief team members, public agencies, volunteers, and building owners.
3. Analyze hazard/incident information.
4. Inventory and evaluate response resources and capabilities.
5. Forward all agency use records to the EOC for processing.
6. Compare documentation with other ESFs appropriately.
7. Debrief team members, public agencies, volunteers, etc.
8. Review and update internal and ESF plans as necessary.
9. Maintain incident scene and EOC security.

Mitigation

1. Ensure contracts meet FEMA requirements for reimbursement eligibility.
2. Review and update internal and ESF plans as necessary.
3. Assist in updates of ordinances, policies, and administrative rules that impact ESF.
4. Develop training procedures to meet identified needs.
5. Implement measures to prevent recurrence, if appropriate.
6. Assist in updates of ordinances, policies, and administrative rules that impact ESF.



Hamilton County Emergency Management

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ESF-14 – Long Term Community Recovery

Primary Agency

Hamilton County Emergency Management

Support Agencies

American Red

Cross Town of

Arcadia Town of

Atlanta City of

Carmel Town of

Cicero

City of Fishers

Hamilton County Community Organizations Active in

Disaster

City of

Noblesville

Salvation Army

Town of

Sheridan City of

Westfield

Purpose

ESF-14 provides guidance for Hamilton County agencies in concert with other jurisdictions, citizens, non-governmental organizations, and businesses to expedite the recovery of the community to a pre-disaster condition.

Scope

1. ESF-14 forms a foundation that can be used to guide the county's recovery from any emergency or disaster which may occur.
2. In ESF-14, long term recovery begins with the restoration of critical functions, services, vital resources, facilities, programs, housing, and infrastructure.



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Policies

1. ESF-14 provides coordination of FEMA public assistance funds and provides information to those affected within Hamilton County.



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2. ESF-14 recognizes the primacy of affected State, tribal, and local governments and the private sector in defining and addressing risk reduction and long-term community recovery priorities, and in leading the community recovery planning process.
3. ESF-14 long-term community recovery and recovery planning efforts will be coordinated with State/tribal/local-level stakeholders.
4. Long-term community recovery efforts build resilience focusing on disaster resistance through the permanent restoration of infrastructure, housing, agricultural industry, natural resources, community well-being, and the local economy, with attention to mitigation of future impacts of a similar nature.

Concept of Operations

1. Hamilton County Community Organizations Active in Disaster will initiate a conference call, if volunteers are necessary.
 - a. A staging area for volunteers is to be coordinated with ESF-14.
 - b. When volunteers arrive, they will be interviewed to determine skills, abilities, and limitations, be given proper identification, be given training in basic safety, be asked to sign appropriate waivers, and be assigned appropriately.
 - c. Assess the socio-economic consequences at the local and county level and determine when the impacts of the incident warrant additional assistance from State, and /or Federal agencies for long term recovery efforts.
2. Work with regional, local, County, State, and Federal agencies to conduct comprehensive market disruption and loss analysis and develop a market-based comprehensive long-term socio-economic recovery plan.
3. Identify appropriate local, County, State, and Federal programs and agencies to support the implementation of the long-term recovery plan, assure its coordination, and identify gaps in related support programs.
 - a. Economic development
 - b. Planning
 - c. Zoning
 - d. Local Elected Officials
4. Avoid duplication of assistance, identify and address policy and program issues.
5. Determine and identify responsibilities for recovery activities and provide a means for maintaining coordination among interested parties to assure follow through of recovery and hazard mitigation efforts.

Responsibilities

Primary Agency

ESF-14 Representative:

1. Responsible for coordinating all recovery efforts, including coordination of secondary volunteer support and overseeing the implementation of financial assistance programs.



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2. Each incorporated area will maintain authority within its own jurisdiction in financial assistance.
 - a. This will then be coordinated with HCEM/ESF-14, to coordinate financial damage data.
 - i. This will allow the county as a whole to work towards meeting the income thresholds required to become eligible for federal assistance programs.
 - b. Recovery support will be from the County EOC by the Support Function Representative.
 - c. Support Function Representative:
 - i. Emergency Support Function Representative(s) are identified through HCEM from Hamilton County.
 - ii. The representative will:
 1. Coordinate recovery and financial assistance support to address the needs of Hamilton County.
 2. Analyze recovery resource needs and request financial assistance.
 3. Provide information and coordination regarding the status of operations to other Support Function Representatives.
 4. Prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the incident record.
3. Establishes a joint reception center for staging of incoming agencies to ensure check-in and proper assignments. This process will ensure accountability, address span-of-control, and ensure personnel are using appropriate local radio talkgroups or national interoperability radio frequency.

Support Agencies

1. All support agencies are to provide resource, volunteer, and documentation support to ESF-14.
2. They may be required to assist in representing ESF-14, by providing cover for the primary agencies.



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ESF-14 – Long Term Recovery Checklist

Preparedness Checklist

Requirements of Each ESF Lead Agency

1. Must conduct quarterly ESF meetings.
2. Create and maintain an ESF plan outlining how the ESF will respond to disasters.
3. Maintain a staffing roster/contact list of those who will serve in the EOC and the supporting ESFs in the field.
4. Create and maintain a resource list for all members of the ESF.
5. EOC Requirements.
 - a. Know which position is assigned to ESF.
 - b. Ensure all ESF personnel knows the EOC ESF phone number.
 - c. Ensure those who will serve in the EOC have access to the facility.
 - d. Ensure critical applications needed by the ESF are installed on the ESF computer.
 - e. Ensure key personnel has access to WebEOC.
 - f. Maintain a binder in the EOC with ESF information.

Operational Preparedness

1. Maintain a roster of ESF contacts and share with lead ESF agency.
2. Maintain continuity of operations.
3. Support regularly scheduled special events.
4. Maintain ongoing communications with all ESF agencies and organizations.
5. Utilize GIS to assess areas of potential need. Highlight areas that might be vulnerable or have specific needs (such as non-English speaking communities).
6. Maintain and continue to train in Incident Command.

Planning Preparedness

1. Review and understand ESF requirements as listed in the CEMP.
2. Review, understand, and assist in maintaining the ESF plan.
3. Create, review, and revise agency Emergency Action Plans annually.
4. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
5. Review and update SOPs for both routine and emergency operations.
6. Seek grant funding for hazard-specific training and equipment.
7. Determine a plan for emergency communications for all ESF partners.
 - a. Ensure key ESF personnel knows the phone number to the EOC.
 - b. Establish access to HCPSC radio system; test at least on a quarterly basis.
8. Participate in the threat and hazard identification and risk assessment process.



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Logistical Preparedness

1. Update equipment and resource listings on a regular basis and distribute these lists appropriately.
2. Establish and maintain mutual aid agreements as needed.
3. Secure emergency equipment required by the ESF.
4. Maintain a secure repository detailing all available resources for potential disasters.

Training and Exercise

1. Attend scheduled tabletop exercises and all other training events regularly.
2. Conduct and/or attend as available full-scale disaster exercises.
3. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
4. Conduct public education and outreach to local organizations.

Response

0 – 12 Hours

1. ESF lead agency sends an ESF representative to the EOC.
2. Receive briefing from section chief or EOC manager.
3. Notify personnel, mutual-aid partners, and vendors once ESF personnel are in the EOC.
4. Communications
 - a. Log into WebEOC and document the ESF is staffed on the ESF Position Log board.
 - b. Verify other communication means.
 - i. Access to radios.
 - ii. Access to phones.
 - c. Maintain communications; implement a backup system if the primary system should fail.
 - d. Receive and complete mission assignments appropriately in WebEOC.
5. Follow the battle rhythm.
 - a. Participate in the county-wide conference call.
 - b. Review updated weather information as it becomes available from planning.
 - c. Participate in mid-shift brief.
 - d. Complete situation reports before the deadline (1700 and 0500).
 - i. Include what occurred over the past 12-hours.
 - ii. Key accomplishments.
 - iii. Critical shortfalls.
 - e. Submit after-action comments.
 - i. What needs to be improved to make the operation better?
6. Monitor resource status.



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7. All field ESFs must maintain ongoing information exchange within the EOC through WebEOC or other means directly with the ESF.
8. Report critical information on WebEOC.
9. Begin clear documentation stream of all related costs, actions, decisions, and communications.
10. Create a manning table.
 - a. Personnel must work 12-hour shifts.
 - b. The person sitting in the ESF seat must have the authority to delegate and commit resources on behalf of the agency.
11. Perform core mission emergency response functions.
12. Tasks specific to ESF-14.
 - a. Announce and promote means of accepting monetary and/or resource donations as soon as feasible.
 - b. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

12-24 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan
4. Monitor resource request board in WebEOC.
5. If necessary, identify the ESF staging area.
6. Establish refuel and maintenance schedules.
7. Contact logistics for needs related to multiple operational periods.
8. Provide meals and necessary rest periods to field ESF personnel.
9. Anticipate and plan for the arrival of, and coordination of state and federal agencies.
10. Tasks specific to ESF-14.
 - a. Contact IDHS to begin expediting requests related to recovery.
 - b. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

24 – 36 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Consider staging and re-entry issues.
5. Coordinate Demobilization Plan as necessary.
6. Attend scheduled post-incident analysis meetings.
7. Tasks specific to ESF-14.
 - a. Coordinate a community meeting as soon as feasible to address state and federal assistance, as well as long term recovery activities.
 - b. Dispatch personnel to the incident scene to assist individuals.



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Recovery

1. Continue ongoing support of recovery operations.
2. Debrief team members, public agencies, volunteers, and building owners.
3. Analyze hazard/incident information.
4. Inventory and evaluate response resources and capabilities.
5. Forward all agency use records to the EOC for processing.
6. Compare documentation with other ESFs appropriately.
7. Debrief team members, public agencies, volunteers, etc.
8. Review and update internal and ESF plans as necessary.
9. Analyze and evaluate long-term damage and recovery assessment data.
10. Establish community assistance locations.

Mitigation

1. Ensure contracts meet FEMA requirements for reimbursement eligibility.
2. Review and update internal and ESF plans as necessary.
3. Assist in updates of ordinances, policies, and administrative rules that impact ESF.
4. Develop training procedures to meet identified needs.
5. Implement measures to prevent recurrence, if appropriate.
6. Assist in updates of ordinances, policies, and administrative rules that impact ESF.
7. Encourage homeowners and businesses to procure insurance through the NFIP, if applicable.
8. Hold community meetings to address lessons learned and proactive measures.
9. Identify and document economic impact and losses avoided due to previous mitigation and new priorities for mitigation in affected areas.



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ESF-15 – Public Information Officer

Primary Agency

Hamilton County PIO (Public Information Officer) Working Group

Support Agencies

Hamilton County Departmental Public Information Officers

Municipal Communications/Public Affairs

Municipal Public Safety Public Information Officers

School Communication Officers

Purpose

The primary mission of the External Affairs Emergency Support Function (ESF-15) is to collect, analyze, and disseminate important information for the public regarding the health, safety, and welfare of humans and animals before, during, and after an emergency or disaster.

Effective and accurate communication can save lives and protect property, as well as help to ensure credibility and public trust.

Scope

1. To disseminate information regarding the health and safety of Hamilton County residents
 - a. This could be in the form of:
 - i. Warning Information.
 - ii. Shelter Locations.
 - iii. Areas closed (e.g. road closures, incident sites).

Policies

1. The information disseminated will be unclassified only and deemed necessary for the public to have access to.
2. At no time will any materials be taken for public dissemination from within the EOC.
3. Media briefings will occur at a predetermined location and shall not be held in the EOC. Furthermore, due to sensitive nature of public safety operations and the need for the EOC to not disrupt the work that supports the citizens of Hamilton County, the media is not permitted in the EOC when it is activated.

Concept of Operations

1. ESF-15 will be activated if the EOC requires PIO assistance.
 - a. A PIO will be assigned using the Hamilton County PIO working group.
 - b. This group will also be used to backfill ESF-15 representatives.



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2. ESF-15 will be present information to media outlets and the public at scheduled times during the activation.
 - a. This is to be coordinated with EOC command and general staff.

Responsibilities

Primary Agency

1. Hamilton PIO Working Group will assign a PIO to represent ESF-15 in the EOC, as determined by the needs of the EOC.
 - a. One representative will be used to coordinate public information.
 - b. One representative will be used to data mine social media, mitigate rumors, and disseminate information on social media.
2. Hamilton PIO Working Group will backfill ESF-15, ensuring that there is personnel in place to support EOC operations and information dissemination.
3. ESF-15 will coordinate media briefings with the EOC
 - a. They will be responsible for disseminating information to the public and media outlets.
4. Determine the need to establish a central location for PIO's to work from to better coordinate a single message for Hamilton County.
5. Establishes a joint reception center for staging of incoming agencies to ensure check-in and proper assignments. This process will ensure accountability, address span-of-control, and ensure personnel are using appropriate local radio talkgroups or national interoperability radio frequency.

Support Agencies

1. Municipal PIO's may be requested to assist with ESF-15 staffing needs.



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ESF-15 – Public Information Officer Checklist

Preparedness Checklist

Requirements of Each ESF Lead Agency

1. Must conduct quarterly ESF meetings.
2. Create and maintain an ESF plan outlining how the ESF will respond to disasters.
3. Maintain a staffing roster/contact list of those who will serve in the EOC and the supporting ESFs in the field.
4. Create and maintain a resource list for all members of the ESF, to include PIO resources such as cameras, microphones, backdrops, lights, etc.
5. EOC Requirements.
 - a. Know which position is assigned to ESF.
 - b. Ensure all ESF personnel knows the EOC ESF phone number.
 - c. Ensure those who will serve in the EOC have access to the facility.
 - d. Ensure critical applications needed by the ESF are installed on the ESF computer.
 - e. Ensure key personnel has access to WebEOC.
 - f. Maintain a binder in the EOC with ESF information.

Operational Preparedness

1. Maintain a roster of ESF contacts and share with lead ESF agency.
2. Maintain continuity of operations.
3. Support regularly scheduled special events.
4. Maintain ongoing communications with all ESF agencies and organizations.
5. Utilize GIS to assess areas of potential need. Highlight areas that might be vulnerable or have specific needs (such as non-English speaking communities).
6. Maintain and continue to train in Incident Command.

Planning Preparedness

1. Review and understand ESF requirements as listed in the CEMP.
2. Review, understand, and assist in maintaining the ESF plan.
3. Create, review, and revise agency Emergency Action Plans annually.
4. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
5. Review and update SOPs for both routine and emergency operations.
6. Seek grant funding for hazard-specific training and equipment.
7. Determine a plan for emergency communications for all ESF partners.
 - a. Ensure key ESF personnel knows the phone number to the EOC.
 - b. Establish access to HCPSC radio system; test at least on a quarterly basis.
8. Participate in the threat and hazard identification and risk assessment process.
9. Establish a communication plan with local media outlets.



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Logistical Preparedness

1. Update equipment and resource listings on a regular basis and distribute these lists appropriately.
2. Establish and maintain mutual aid agreements as needed.
3. Secure emergency equipment required by the ESF.

Training and Exercise

1. Attend scheduled tabletop exercises and all other training events regularly.
2. Conduct and/or attend as available full-scale disaster exercises.
3. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
4. Train in Media and PIO activities.
5. Train responders in duties and procedures relative to disciplines and incident command procedures.
6. Maintain and continue to train in Incident Command by obtaining necessary certifications for response personnel (ICS 100, 700, and 800).

Response

0 – 12 Hours

1. ESF lead agency sends an ESF representative to the EOC.
2. Receive briefing from section chief or EOC manager.
3. Notify personnel, mutual-aid partners, and vendors once ESF personnel are in the EOC.
4. Communications
 - a. Log into WebEOC and document the ESF is staffed on the ESF Position Log board.
 - b. Verify other communication means.
 - i. Access to radios.
 - ii. Access to phones.
 - c. Maintain communications; implement a backup system if the primary system should fail.
 - d. Receive and complete mission assignments appropriately in WebEOC.
5. Follow the battle rhythm.
 - a. Participate in the county-wide conference call.
 - b. Review updated weather information as it becomes available from planning.
 - c. Participate in mid-shift brief.
 - d. Complete situation reports before the deadline (1700 and 0500).
 - i. Include what occurred over the past 12-hours.
 - ii. Key accomplishments.
 - iii. Critical shortfalls.
 - e. Submit after-action comments.
 - i. What needs to be improved to make the operation better?
6. Monitor resource status.
7. All field ESFs must maintain ongoing information exchange within the EOC through WebEOC or other means directly with the ESF.



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8. Report critical information on WebEOC.
9. Begin clear documentation stream of all related costs, actions, decisions, and communications.
10. Create a manning table.
 - a. Personnel must work 12-hour shifts.
 - b. The person sitting in the ESF seat must have the authority to delegate and commit resources on behalf of the agency.
11. Perform core mission emergency response functions.
12. Tasks specific to ESF-15.
 - a. Release need-to-know information to the public through all possible outlets.
 - b. Maintain situational awareness to provide accurate and timely answers to the media.
 - c. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

12-24 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Monitor resource request board in WebEOC.
5. If necessary, identify the ESF staging area.
6. Establish refuel and maintenance schedules.
7. Contact logistics for needs related to multiple operational periods.
8. Provide meals and necessary rest periods to field ESF personnel.
9. Anticipate and plan for the arrival of, and coordination of state and federal agencies.
10. Tasks specific to ESF-15.
 - a. Continue providing need-to-know information to the public through all available outlets.
 - b. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

24-36 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Consider staging and re-entry issues.
5. Coordinate Demobilization Plan as necessary.
6. Attend scheduled post-incident analysis meetings.
7. Tasks specific to ESF-15.
 - a. Inform the community of assistance programs and assistance locations.
 - b. Maintain timely and accurate dissemination of information.

Recovery

1. Continue ongoing support of recovery operations.
2. Debrief team members, public agencies, volunteers, and building owners.
3. Analyze hazard/incident information.
4. Inventory and evaluate response resources and capabilities.



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5. Forward all agency use records to the EOC for processing.
6. Compare documentation with other ESFs appropriately.
7. Debrief team members, public agencies, volunteers, etc.
8. Review and update internal and ESF plans as necessary.
9. Maintain timely and accurate dissemination of information.
10. Process and disseminate information regarding welfare and family reunification.

Mitigation

1. Ensure contracts meet FEMA requirements for reimbursement eligibility.
2. Review and update internal and ESF plans as necessary.
3. Assist in updates of ordinances, policies, and administrative rules that impact ESF.
4. Develop training procedures to meet identified needs.
5. Implement measures to prevent recurrence, if appropriate.
6. Assist in updates of ordinances, policies, and administrative rules that impact ESF.
7. Inform the community of and promote hazard mitigation measures.



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Parks Department

Primary Agency

Hamilton County Parks Department

Support Agencies

Municipal Parks Departments

Purpose

The primary mission of the Parks Department is to assist the EOC with logistical and operational support, including but not limited to: transporting resources to and from the incident/event site; transporting resources to and from a staging area; assisting in the transportation of personnel; assisting in the execution of the Access and Functional Needs Non-Medical Transport Plan, in the event the plan is put into effect during winter storm operations; and leverage parks facilities in support of operations as reception centers, shelters, staging areas, etc.

Scope

1. To deliver resources to incident sites and areas of resource need throughout the county.
2. To assist the EOC in providing the acquired resources to the requestees throughout the county.

Policies

1. The Hamilton County Parks Department is to support logistics and operations, with personnel, vehicles, and equipment.
2. They will be primarily used in transporting resources throughout the county, to ensure that the EOC has the transportation capabilities to meet the resource needs of the county.
3. Hamilton County Parks Department will be activated by EOC Command Staff, as necessary, and will be required to post a representative in the EOC to support operations.
4. Hamilton County Parks Department will be under the supervision of the Operations Sections Chief.

Concept of Operations

1. Requests for assistance will be channeled through the EOC representative.
2. The EOC representative is required to work 12-hour shifts, for as long as needed.
3. Response and deployment requests will be authorized and by the Operations Section Chief, however, these could involve logistics-based tasks.

Responsibilities

Primary Agency

Hamilton County Parks Department:

1. Activates department personnel and resources.



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2. Plans and supports regular meetings with and between the coordinating agencies related to preparedness, response, and recovery activities.
3. Ensures department is informed and involved in all meetings related to resource transportation and operations activities.
4. Provides updates on resource readiness, utilization, and resources available to be assigned tasks.
5. Establishes a joint reception center for staging of incoming agencies to ensure check-in and proper assignments. This process will ensure accountability, address span-of-control, and ensure personnel are using appropriate local radio talkgroups or national interoperability radio frequency.

Support Agencies

1. Municipal Parks Departments may be utilized to assist the Hamilton County Parks Department.
 - a. This will be in the form of completing field-based tasks, providing resources and personnel, and supporting the EOC representative in filling a staffing roster.



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Parks Department Checklist

Preparedness Checklist

Requirements of Each ESF Lead Agency

1. Must conduct quarterly ESF meetings.
2. Create and maintain an ESF plan outlining how the ESF will respond to disasters.
3. Maintain a staffing roster/contact list of those who will serve in the EOC and the supporting ESFs in the field.
4. Create and maintain a resource list for all members of the ESF.
5. EOC Requirements.
 - a. Know which position is assigned to ESF.
 - b. Ensure all ESF personnel knows the EOC ESF phone number.
 - c. Ensure those who will serve in the EOC have access to the facility.
 - d. Ensure critical applications needed by the ESF are installed on the ESF computer.
 - e. Ensure key personnel has access to WebEOC.
 - f. Maintain a binder in the EOC with ESF information.

Operational Preparedness

1. Maintain a roster of ESF contacts and share with lead ESF agency.
2. Maintain continuity of operations.
3. Support regularly scheduled special events.
4. Maintain ongoing communications with all ESF agencies and organizations.
5. Utilize GIS to assess areas of potential need. Highlight areas that might be vulnerable or have specific needs (such as non-English speaking communities).
6. Maintain and continue to train in Incident Command.

Planning Preparedness

1. Review and understand ESF requirements as listed in the CEMP.
2. Review, understand, and assist in maintaining the ESF plan.
3. Create, review, and revise agency Emergency Action Plans annually.
4. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
5. Review and update SOPs for both routine and emergency operations.
6. Seek grant funding for hazard-specific training and equipment.
7. Determine a plan for emergency communications for all ESF partners.
 - a. Ensure key ESF personnel knows the phone number to the EOC.
 - b. Establish access to HCPSC radio system; test at least on a quarterly basis.
8. Participate in the threat and hazard identification and risk assessment process.
9. Establish a communication plan with local media outlets.



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Logistical Preparedness

1. Update equipment and resource listings on a regular basis and distribute these lists appropriately.
2. Establish and maintain mutual aid agreements as needed.
3. Secure emergency equipment required by the ESF.

Training and Exercise

1. Attend scheduled tabletop exercises and all other training events regularly.
2. Conduct and/or attend as available full-scale disaster exercises.
3. Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.
4. Train in radio procedures.
5. Train responders in duties and procedures relative to disciplines and incident command procedures.
6. Maintain and continue to train in Incident Command by obtaining necessary certifications for response personnel (ICS 100, 700, and 800).

Response

0 – 12 Hours

1. ESF lead agency sends an ESF representative to the EOC.
2. Receive briefing from section chief or EOC manager.
3. Notify personnel, mutual-aid partners, and vendors once ESF personnel are in the EOC.
4. Communications
 - a. Log into WebEOC and document the ESF is staffed on the ESF Position Log board.
 - b. Verify other communication means.
 - i. Access to radios.
 - ii. Access to phones.
 - c. Maintain communications; implement a backup system if the primary system should fail.
 - d. Receive and complete mission assignments appropriately in WebEOC.
5. Follow the battle rhythm.
 - a. Participate in the county-wide conference call.
 - b. Review updated weather information as it becomes available from planning.
 - c. Participate in mid-shift brief.
 - d. Complete situation reports before the deadline (1700 and 0500).
 - i. Include what occurred over the past 12-hours.
 - ii. Key accomplishments.
 - iii. Critical shortfalls.
 - e. Submit after-action comments.
 - i. What needs to be improved to make the operation better?
6. Monitor resource status.
7. All field ESFs must maintain ongoing information exchange within the EOC through WebEOC or other means directly with the ESF.



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8. Report critical information on WebEOC.
9. Begin clear documentation stream of all related costs, actions, decisions, and communications.
10. Create a manning table.
 - a. Personnel must work 12-hour shifts.
 - b. The person sitting in the ESF seat must have the authority to delegate and commit resources on behalf of the agency.
11. Perform core mission emergency response functions.
12. Tasks specific to the Parks Department.
 - a. Assist Logistics and Operations Section Chief's in operational support needs
 - i. Logistics Section Chief may need assistance transporting resources throughout the county.
 - ii. Operations Section Chief may need assistance in clearing roads and providing transportation support to the incident site.
 - b. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

12-24 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Monitor resource request board in WebEOC.
5. If necessary, identify the ESF staging area.
6. Establish refuel and maintenance schedules.
7. Contact logistics for needs related to multiple operational periods.
8. Provide meals and necessary rest periods to field ESF personnel.
9. Anticipate and plan for the arrival of, and coordination of state and federal agencies.
10. Tasks specific to the Parks Department.
 - a. Continue assisting Logistics and Operations Section Chief's in operational support needs
 - i. Logistics Section Chief may need assistance transporting resources throughout the county.
 - ii. Operations Section Chief may need assistance in clearing roads and providing transportation support to the incident site.
 - b. Determine the need for an ESF conference call schedule for enhanced coordination between all partners.

24-36 Hours

1. Arrive on-time to receive shift brief.
2. Check-in with section chief or EOC manager.
3. Review Incident Action Plan.
4. Consider staging and re-entry issues.
5. Coordinate Demobilization Plan as necessary.
6. Attend scheduled post-incident analysis meetings.



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7. Tasks specific to the Parks Department.
 - a. Continue assisting Logistics and Operations Section Chief's in operational support needs
 - i. Logistics Section Chief may need assistance transporting resources throughout the county.
 - ii. Operations Section Chief may need assistance in clearing roads and providing transportation support to the incident site.

Recovery

1. Continue ongoing support of recovery operations.
2. Debrief team members, public agencies, volunteers, and building owners.
3. Analyze hazard/incident information.
4. Inventory and evaluate response resources and capabilities.
5. Forward all agency use records to the EOC for processing.
6. Compare documentation with other ESFs appropriately.
7. Debrief team members, public agencies, volunteers, etc.
8. Review and update internal and ESF plans as necessary.
9. Maintain timely and accurate dissemination of information.
10. Process and disseminate information regarding welfare and family reunification.

Mitigation

1. Ensure contracts meet FEMA requirements for reimbursement eligibility.
2. Review and update internal and ESF plans as necessary.
3. Assist in updates of ordinances, policies, and administrative rules that impact ESF.
4. Develop training procedures to meet identified needs.
5. Implement measures to prevent recurrence, if appropriate.
6. Assist in updates of ordinances, policies, and administrative rules that impact ESF.
7. Inform the community of and promote hazard mitigation measures.



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All Hazards Annex



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Hazard-Specific Information

Purpose

This annex provides an overview of a number of disasters and incidents that are anticipated to occur within Hamilton County. Information used to establish which disasters and/or incidents to consider was obtained from the Hamilton County Multi-Hazard Mitigation Plan (MHMP). Each hazard has been summarized, specifically to Hamilton County and references any supplementary planning that specifies HCEM response.

Definition

The county CEMP is supplemented with the hazard-specific annex for additional support and guidance. The hazards considered to develop the appendix are consistent with the disasters referenced in Indiana Code 10-14-3-1 (<http://iga.in.gov/legislative/laws/2017/ic/titles/010#10-14-3-1>) and the Hamilton County MHMP. These planning elements are integrated into the CEMP to enhance the state's overall emergency planning capabilities.

Hazard Specific Summaries

Hazard-Specific Summaries Information

The following hazard-specific summaries represent the elements considered threats to the safety and welfare of Hamilton County residents, property, and the environment. The county will mitigate against, prepare for, respond to, and recover from these incidents through the implementation of the county CEMP with integration from the appropriate appendixes. The development of additional or revised hazard-specific planning appendixes, and/or their subsequent appendixes, is ongoing and will reflect the evolving needs of emergency management.

Flooding

The White River runs from the North East of Hamilton County to the south into Marion County. Historically, flooding caused by the White River and/or its tributaries can potentially threaten many of the political subdivisions in the county, with heavy snow/ice melt in the post-winter period a primary cause of riverine flooding. Flash Flooding is also a significant issue for Hamilton County, with the primary cause being saturated soils from extended precipitation; this causes increased surface runoff, combined with large urban areas, which results in the White River exceeding storage capacity in a very short time period.

Of the two types of flooding, the most concerning is flash flooding. This is due to the shortened time period of which cascading impact can occur, often requiring sandbag operations to mitigate damage to governmental and residential property. Below are examples of the potential impact that flooding may cause to Hamilton County, with the interpretation provided by the National Weather Service but USGS being the owner of the physical river/stream gauges. Some of those impacts are listed as follows:



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If the White River crest reaches:

1. 16 Feet
 - a. Extensive flooding begins in the Riverwood area. Agricultural flooding is in progress as well as flooding of both the Riverbend and White River campgrounds.
2. 19 Feet
 - a. Flooding becomes more serious in the Riverwood, Clare, and Trails End areas. Flooding of basements occurs with water possibly extending to the first floor. State Road 19 begins to flood. Many local roads in these areas are impassable and some evacuations are necessary.
3. 21.3 Feet
 - a. Many evacuations are necessary in Riverwood/Clare areas, Trails End area at East 116th Street, and at East 146th Street. Flooding begins to affect East 96th Street area. Flooding threatens Noblesville Wastewater Treatment Plant.
4. 24.2 Feet
 - a. Record flood is in progress. Flood waters cause numerous evacuations and considerable damage to roads, businesses, and private homes.

HCEM actively monitors potential weather incidents that could cause riverine and flash flooding to occur, while also distributing weather information to county stakeholders. This is detailed further below, with information regarding HCEM's flood advisory system also detailed.

Monitoring

1. HCEM pays for professional weather service, Weather Sentry, to provide real-time updates
2. HCEM has a daily operations plan to ensure the on-call staff member is monitoring hazards
3. HCEM staff review National Weather Service, Climate Prediction Center, Weather Prediction Center, and Storm Prediction Center information on a daily basis, seven days a week.
4. HCEM has displays in the EOC that provide constant updates on river forecast predictions, weather and travel advisories, and potential weather hazards moving towards the county.
5. HCEM will determine if an EOC activation is required based on the ongoing monitoring and level of advisory in effect.

Flood Advisory System

Hamilton County Emergency follows the same advisory system used by the National Weather Service, with HCEM disseminating advisory information from the National Weather Service to provide public warning. The National Weather Service advisory system is as follows:

1. Flood/Flash Flood Advisory
 - a. The public should travel with caution and water may begin to pool in roadways.
2. Flood/Flash Flood Warning



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- a. This indicates that flooding is of greater chance to occur and that drivers should take additional caution driving and anticipate the build-up of standing water in roadways that are prone to flooding. County residents are encouraged to protect their property from potential flood water.

3. Flood/Flash Flood Watch

- a. Flooding is likely to occur or is currently occurring. County residents are advised to move to higher ground and consider personal safety before traveling.

The HCEM Flood Fight Plan is updated annually and acts as a framework for the county's response to flooding. This plan has been developed to coordinate all emergency management activities in response to flooding in any part of the county for the protection of the people, property, economy, and environment of Hamilton County. The HCEM Flood Fight Plan predominantly addresses sandbag production, resource expectation management, and HCEM flood protection priority.

Flooding Supporting Documents

Supporting documents for flooding are listed as follows:

1. EOP
2. Flood Fight Plan
3. MHMP
4. THIRA
5. SOP's
 - a. 2.01 EOC Alert
 - b. 2.02 EOC Activation/Notification
 - c. 3.03 Sandbagging

Severe Thunderstorms and Tornadoes

Hamilton County routinely has severe thunderstorms and is susceptible to tornadoes, with Indiana receiving an estimated average of ten tornadoes per year. Larger storms and tornadoes can produce significant amounts of damage, especially to rural communities with lower construction quality buildings, primarily due to age of construction and cost; while also commonly bringing significant sized hail, excessive rain resulting in the cascading impact of flooding, and high winds in excess of 50 miles per hour. HCEM works with county residents to provide preparedness information on a number of platforms, as well as storm spotter classes, aiding county resiliency to these type of natural weather incidents.

HCEM has also developed an EOC Storm Operations SOP which details operational procedures for activation, weather monitoring, public warning (through the delegated authority to activate outdoor warning sirens), and deactivation of storm operations. This has a significant impact on protecting the lives and property of all county residents and is review annually to ensure effectivity.

Severe Thunderstorms and Tornadoes Supporting Documents

Supporting documents for severe thunderstorms and tornadoes are listed as follows:

1. EOP
2. MHMP



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3. SOP's

- a. 2.01 EOC Alert Notifications
- b. 2.02 EOC Activation/Notification
- c. 2.04 EOC Storm Operations



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Winter Storms

Hamilton County is located in the snow belt of the Midwest of the United States and each winter has potential to experience winter storms of a severity and magnitude that are likely to exceed the ability of local government agencies, if acting alone, to provide the level of service that county residents need or expect. In anticipation of such events, Hamilton County has implemented a multi-level travel advisory system following the same system adopted by the Indiana Department of Homeland Security's (IDHS), see below. This system is designed to aid the county residents and media to understand when travel is restricted to better protect the public, which allows local government to better address the ongoing incident, and any wider impacts that may result from it.

HCEM has also written two plans designed to address the needs of Hamilton County residents during severe winter weather, in conjunction with HCHD and municipal public safety agencies. These plans are the HCEM Extreme Heat/Cold Plan, and HCEM Access and Functional Needs Non-Medical Transport Plan. These plans are both reviewed annually, with the former addressing requirements, resources, and support operations for the opening of reception centers, warming and cooling centers, and shelters; and the latter addressing transportation of those with Access and Functional Needs to life dependent treatment, such as Chemotherapy, Dialysis, Organ Transplants, etc. These both detail operational response in the event that either plan should be activated.

Travel Advisory System

Indiana Department of Homeland Security maintains a system for county emergency management to manage local travel advisories in order to notify the public of potential travel hazards in their county. This is established in Indiana Code 10-14-3-29.5 (<http://iga.in.gov/legislative/laws/2017/ic/titles/010#10-14-3-29.5>). For additional information, see the HCEM SOP which details the operational processes for the travel advisory system.

Winter Storms Supporting Documents

Supporting documents for winter storms are listed as follows:

1. EOP
2. Access and Functional Needs Non-Medical Transport Plan
3. Extreme Heat/Cold Plan
4. SOP's
 - a. 2.01 EOC Alert Notifications
 - b. 2.02 EOC Activation/Notifications
 - c. 2.06 Travel Advisory System
 - d. 3.06 Volunteer Operations for Cooling/Warming Centers

Hazardous Materials

Hamilton County has 196 facilities that house hazardous materials, with the largest concentrations of facilities found in Carmel and Noblesville. While there are no active train lines in Hamilton County, US Route 31, Interstate 69, Interstate 465, and State Road 32 provide major transportation routes through the county. In 2014, a commodity flow study was conducted to better understand the quantity of HazMat being transported through the county, in addition to the quantity housed in the county; the findings of this flow study showed that there were an average of 99 vehicles transporting Hazmat per hour, of which 61.4% were transporting flammable liquids and 5.24% were transporting chemicals. Due



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to the development seen within the county in the last five years, the average of 99 vehicles per hour has likely increased, and the potential for a hazardous materials release must be considered as a real possibility.

HCEM works with the LEPC to provide ensure that facilities maintaining their reporting responsibilities, interact with new facilities to make them aware of reporting requirements, and provide training opportunities based on HazMat response. Hamilton County LEPC has won numerous awards in recent years for excellence in this field and is very activate in working towards maintaining community safety, especially given the number of facilities that are distributed throughout the county. HCEM is also developing the departmental use of GIS to assist in hazardous materials incidents, with the ability to integrate plume models into the internal map viewer, which can guide shelter-in-place or evacuation-based decision making.

HCEM currently uses the HazMat Response SOP to guide hazardous materials response, while also having access to the state reporting system to get more understanding of which hazardous materials may be involved in the incident. This SOP is to be updated every two years and will be reviewed by the LEPC before being made effective.

Hazardous Material Supporting Documents

Supporting documents for hazardous materials are listed as follows:

1. EOP
2. Hamilton County Commodity Flow Study
3. Local Emergency Planning Committee Plan
4. Mass Evacuation Plan
5. MHMP
6. SOP's
 - a. 2.01 EOC Alert Notifications
 - b. 2.02 EOC Activation/Notifications
 - c. 3.04 HazMat Response
 - d. 3.05 Personal Protective Equipment

Mass Evacuation

While unlikely, mass evacuation of part, or all, of Hamilton County is a possibility which must be planned for to ensure that all agencies and county residents are able to be protected, in the event that mass evacuation operations are required. In order for a mass evacuation to required, there must be a highly significant threat to public safety, endangering Hamilton County residents, such as hazardous materials releases, disease outbreak, and natural disasters. There are processes in place that precede the need to initiate a mass evacuation, for example, shelter-in-place strategies, resulting in the need for a mass evacuation being only in the occurrence of an incident of the highest severity.

Indiana does not have a mandatory evacuation law; hence the Hamilton County Commissioners may only recommend evacuation of a threatened area, not mandate it. This is consistent with state law; however, in failing to comply with the evacuation notice, it is documented that public safety agencies reserve the right to prioritize their own safety during USAR operations, meaning they may deem residents who chose not to evacuate as inaccessible, thereby ignoring an evacuation may put their own life at risk. In addition, when the County Commissioners have issued a local disaster declaration, they may act to control re-entry into an affected area, the movement of people, and occupancy of buildings



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within a disaster area.

The HCEM Mass Evacuation Plan acts as a framework to coordinate all emergency management operations for the county's response to a need to evacuate any part or all of Hamilton County. The plan is reviewed annually and details the operational response that would be implemented to assist county residents in vacating the impacted area. This plan also addresses the varying scales of evacuation which may occur, and scaling operational response based on the size of the affected area.

Mass Evacuation Supporting Documents

Supporting documents for mass evacuation are listed as follows:

1. EOP
2. Mass Evacuation Plan
3. SOP's
 - a. 2.01 EOC Alert Notifications
 - b. 2.02 EOC Activation/Notifications
 - c. 2.07 EOC Relocation

Mass Fatalities Incidents

Mass fatality incidents are defined as any incident whereby there are more deceased victims, and/or body parts, than be located, identified, and processed for final disposition by county response resources. The result is a very different interpretation depending on jurisdictional resources, e.g., a municipality with resources for a capacity of three deceased victims, would have to consider four deceased victims or more as a mass fatality incident. Due to the increased resource capacity of Hamilton County, the threshold is approximately 10 deceased victims. There are a number of potential sources that the number of deceased victims could result from, examples are listed below:

1. Natural Disaster
 - a. Flash Flooding
 - b. Severe Winter Storm
 - c. Tornado
2. Terrorist/Mass Shooting Incident
3. Aviation Incidents
4. Vehicular Collision
5. Hazardous Materials Release
6. Epidemiological Incident

A mass fatalities plan provides for the proper coordination of mass fatality incident response activities and establishes means and methods for the sensitive, respectful, orderly care and handling of human remains in multi-death disaster situations. Mass fatalities incidents are the responsibility of the Hamilton County Coroner's Officer; the County Coroner has overall authority with Hamilton County Health Department and Hamilton County Emergency Management providing support and coordination for activities and resources. HCEM will write a plan to address the operational response of an incident whereby mass fatalities are caused. This plan will be reviewed annually and written in collaboration with the Hamilton County Coroner and Hamilton County Health Department, to ensure that key stakeholders understand the operational support that is to be provided.



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Mass Fatality Supporting Documents

Supporting documents for mass fatalities are listed as follows:

1. EOP
2. Mass Fatalities Plan
3. SOP's
 - a. 2.01 EOC Alert Notifications
 - b. 2.02 EOC Activation/Notifications

Terrorism and Active Assailant Incidents

Hamilton County has four large outdoor event centers, numerous outdoor shopping areas, a large county fairgrounds event space, and a number of large capacity school buildings, all of which could be considered potential terrorism vulnerabilities. With the increase of both domestic terrorism/mass shootings and school-based gun violence, considerations of preparedness, response, and recovery must be planned in order to provide the most efficient and effective resource support to first responders, public safety agencies, and county residents. In the event of an act of a mass attack, HCEM would activate the EOC to a Level I activation, requiring all ESF's and the activation of the policy group; HCEM will also request liaisons from the FBI, ATF, and IDHS. HCEM, and all ESF's will provide operational support, information coordination, and disseminate appropriate information to the public and media outlets. HCEM currently relies on the EOP to address this potential threat, however, an incident specific plan is to be written by December 2020, and will consider preparedness, response, and recovery operations for both large and smaller scale incidents of this nature. This plan will be updated annually to ensure that the most effective support to response and recovery operations can be initiated in the occurrence of a terror or school/mass shooting type incident.

Terrorism/Active Assailant Supporting Documents

Supporting documents for terrorism/active assailant incidents are listed as follows:

1. EOP
2. MHMP
3. SOP's
 - a. 2.01 EOC Alert Notifications
 - b. 2.02 EOC Activation/Notifications
 - c. 3.01 Emergency Vehicle Operations



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Appendices



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Abbreviations and Acronyms

1. AAR: After Action Report
2. AFN: Access and Functional Needs
3. ARC: American Red Cross
4. BAC: Bio Watch Advisory Council
5. CBRNE: Chemical, biological, radiological, nuclear, and explosive
6. CEMP: Comprehensive Emergency Management Plan
7. CERT: Community Emergency Response Team
8. COAD: Community Organizations Active in Disasters
9. COG: Continuity of Government
10. COOP: Continuity of Operations
11. CST: Civil Support Team from the National Guard
12. DPC: District Planning Councils
13. DPOC: District Planning Oversight Committee
14. DRTF: District Response Taskforce
15. EAS: Emergency Alert System
16. EMA: Emergency Management Agency
17. EMS: Emergency Medical Services
18. EOC: Emergency Operations Center
19. EOP: Emergency Operations Plan
20. EPCRA: Emergency Planning and Community Right-To-Know Act
21. ESF: Emergency Support Function
 - a. ESF-1: Transportation
 - b. ESF-2: Communications
 - c. ESF-3: Public Works
 - d. ESF-4: Fire
 - e. ESF-5: Emergency Management
 - f. ESF-6: Mass Care
 - g. ESF-7: Resource Support
 - h. ESF-8: Public Health
 - i. ESF-9: Urban Search and Rescue
 - j. ESF-10: HazMat
 - k. ESF-11: Agriculture
 - l. ESF-12: Energy
 - m. ESF-13: Law Enforcement
 - n. ESF-14: Recovery
 - o. ESF-15: Public Information
22. FEMA: Federal Emergency Management Agency
23. GIS: Geographical Information Services - Mapping
24. HazMat: Hazardous Materials
25. HCEM: Hamilton County Emergency Management
26. HCHD: Hamilton County Health Department
27. HCSO: Hamilton County Sheriff's Department
28. HCPSC: Hamilton County Public Safety Communications
29. HIPAA: Health Insurance Portability and Accountability Act



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- 30. HSEEP: Homeland Security Exercise Evaluation Program
- 31. HSPD-8: Homeland Security Presidential Declaration Eight
- 32. IAP: Incident Action Plan
- 33. ICS: Incident Command System
- 34. INDOT: Indiana Department of Transportation
- 35. ISDH: Indiana State Department of Health
- 36. ISS: Information Systems Services Department (IT)
- 37. LOC: Local Operations Center
- 38. LEPC: Local Emergency Planning Committee
- 39. LNO: Liaison Officer
- 40. LRN: Laboratory Response Network
- 41. MACC: Multi-Agency Coordination Center
- 42. MESH: Managed Emergency Surge for Healthcare
- 43. MHMP: Multi-Hazard Mitigation Plan
- 44. MISO: Midwest Independent System Operator
- 45. NAWAS: National Warning System
- 46. NIMS: National Incident Management System
- 47. NRF: National Response Framework
- 48. NTSB: National Transportation Safety Board
- 49. PIO: Public Information Officer
- 50. RACES: Radio Amateur Civil Emergency Service
- 51. SOP: Standard Operating Procedures
- 52. SUV: Spontaneous Unaffiliated Volunteers
- 53. TCL: Target Capabilities List
- 54. UTL: Universal Task List
- 55. USAR: Urban Search and Rescue
- 56. VRC: Volunteer Reception Center